
Substance Abuse and Crime Prevention Act SACPA Reporting Information System

User Manual

Updated: January 10, 2002

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I N T R O D U C T I O N

About This Application

The SACPA (Substance Abuse and Crime Prevention Act of 2000) Reporting Information System is a web application developed by the Department of Alcohol and Drug Programs (ADP). California counties will use this tool to submit and update SACPA County Plan, Expenditure information, Annual Financial Status Report and SATTA (SB 223) related data to ADP. ADP's Office of Criminal Justice Collaboration will utilize this information to authorize the release of annual allocations to counties, and track and report progress.

The major data entry components to the SACPA Reporting Information System are:

- County Plan Entity Information
- County Plan Service/Activity Information
- County Plan Capacity Projections
- County Plan Client Projections
- County Plan Questions
- Plan Description
- Financial Status Reports
- Expenditure Report – Entity Information
- Expenditure Report – Service/Activity Information
- Other Services Client Counts
- Case Management Client Counts
- Other Services Wait List Counts

Using this application, you will be able to create and track multiple working drafts of your county's plan, expenditures and various client counts. Each version of the plan will be marked with a status to represent its stage in the County Plan development, approval and allocation processes.

The application also contains a reporting function that allows you to view and print the County Plan, Expenditure Report, Other Services Counts and Annual Financial Status Report information entered in the system.

This document is a user reference manual that is intended to support individuals entering data into the SACPA Reporting Information System.

A. Accessing the SACPA Reporting Information System

Because the SACPA Reporting Information System is available through the Internet, you will access the application through the ADP and SACPA web sites.

- ADP Home Page <http://www.adp.ca.gov>
- SACPA Home Page <http://www.adp.ca.gov/SACPA/prop36.shtml>

ADP recommends that you access the SACPA Reporting Information System application through the SACPA Home Page. You will find important notices regarding any changes or updates to the system on that page.

Getting Help

Contact ADP's Automation Help Desk if you have questions or problems related to the SACPA Reporting Information System.

Automation Help Desk

1-877-517-3329

Monday through Friday

8:30 AM to 4:30 PM

Logging On To the SACPA Reporting Information System

ADP requires you to have a User Name and Password that are issued to you by ADP via an application process. Use the assigned User Name and Password to log on to the SACPA Reporting Information System. After your initial logon, you will be required to change the password you use. It is critical that you remember your new password, as it will be required each time you log into the system. If you forget your password, please call the Automation Help Desk at 1-877-517-3329. The help desk staff will email your password to you.

To log onto the SACPA Reporting Information System, follow the steps below:

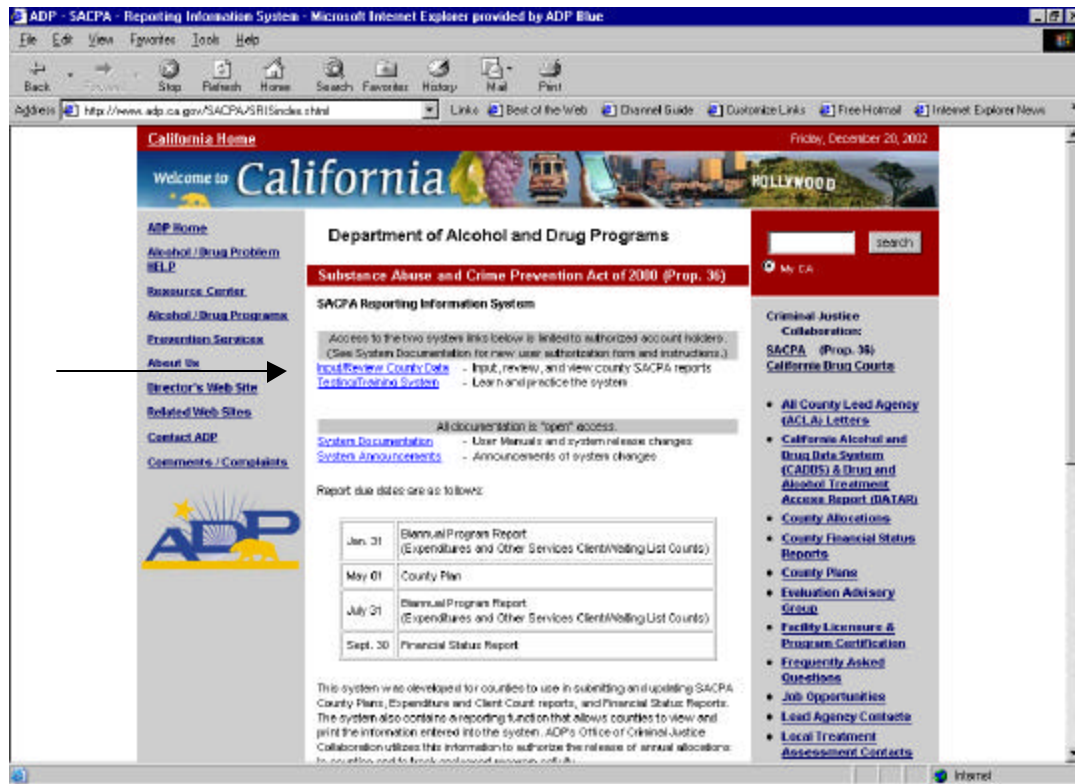
1. Open Internet Explorer or Netscape Navigator.
2. Enter the address: <http://www.adp.ca.gov>
3. Press **ENTER**. The ADP Home Page is displayed below.



4. Click the **Prop 36 Substance Abuse and Crime Prevention Act** link indicated. The Substance Abuse and Crime Prevention Act Home Page is displayed.



5. Click the [SACPA Reporting Information System](#) link on the left menu list. This will take you to the SACPA Reporting Information System page.



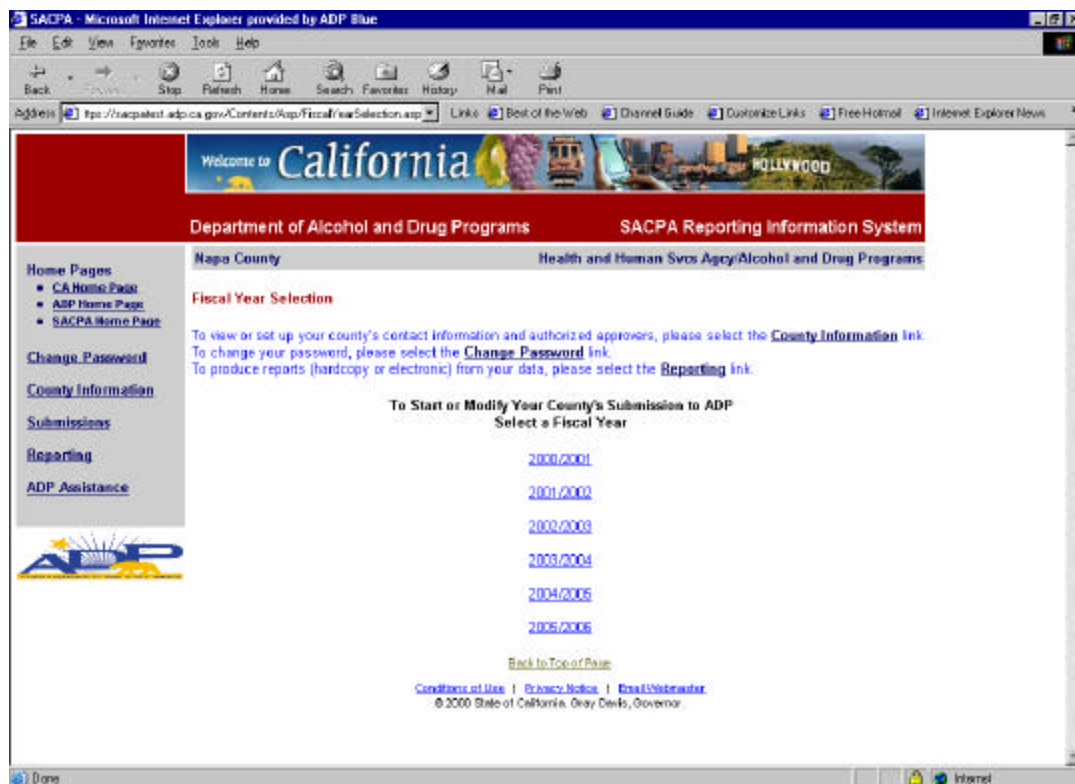
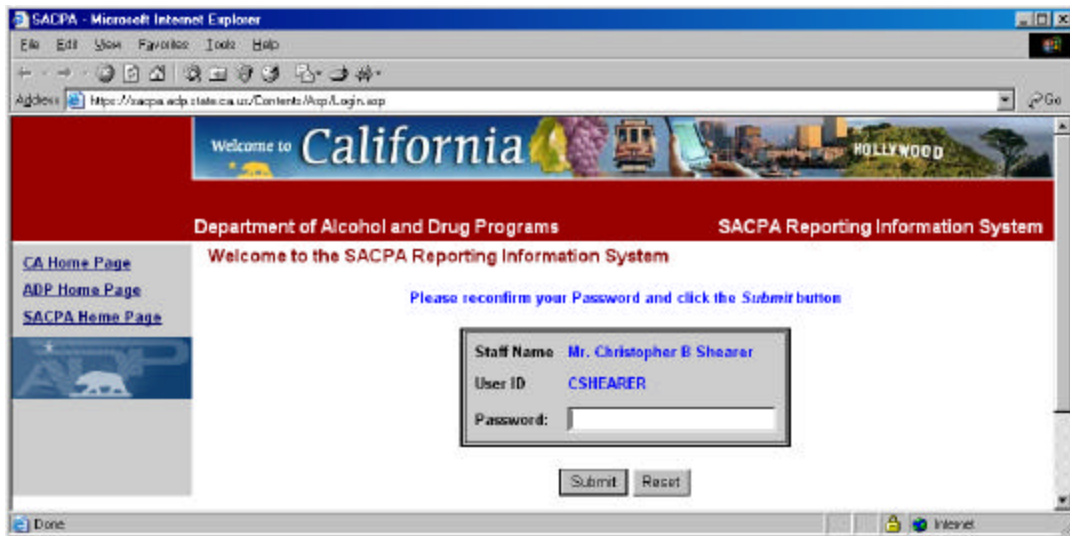
6. On the SACPA Reporting Information System page, click either:

- Testing/Training System. Select **Testing/Training** when you want to practice using the application. Data entered in this environment cannot be submitted to ADP and will not affect “real” data.

or


- Input/Review County Data. Select **Input/Review County Data** when you want to enter actual County Plan information.

7. You will be prompted for a User Name and Password. Enter the User Name and Password assigned to you by ADP. It is very important to remember your password, as you will need this password each time you log into the system.
8. Click **OK**. The Welcome to the SACPA Reporting Information System page will be displayed.



Logging Out of the SACPA Reporting Information System

When you have finished entering data into the SACPA Reporting Information System, you will need to log out of the application.

- Click the  in the upper right corner of each browser window until you have completely exited all browser windows.

B. Changing Your Password

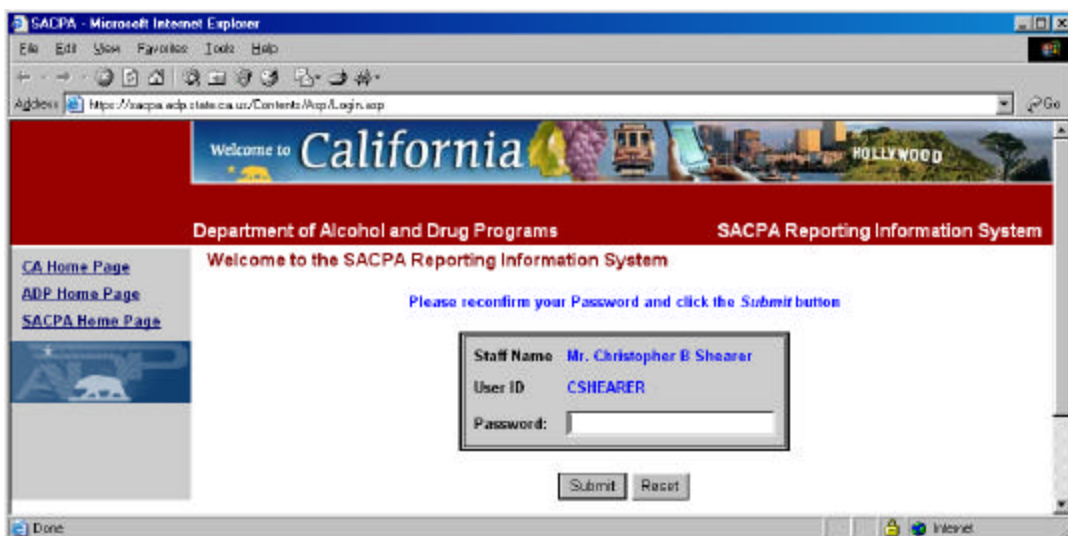
The first time you log on to the SACPA Reporting Information System, you will use the password assigned to you by ADP. For security purposes, once you are logged on, the system will prompt you to change your password. Your password will be valid for up to 90 days, after which time you will be required to change it using the **Change Password** page on the SACPA Reporting Information System Navigation Bar. It is very important to remember your password, as it is required each time you log into the system. To change your password, follow the instructions below.

1. Click Change Password link on the Navigation Bar. The Internet Service Manager page will be displayed. Your User Name will be displayed in the **Account** field.
2. In the **Old Password** field, type your current password.

In the New Password field, type your new password. Passwords:

- Must be at least six characters long;
- Are case-sensitive;
- Cannot be used more than once; and
- ADP recommends that spaces not be used in a password.

3. In the Confirm New Password field, type your new password again.
4. Click **OK**. If your password is successfully updated, the message “**Password successfully changed**” will be displayed. If you entered your old password incorrectly, the message “**The specified network password is not correct**” will be displayed. If you did not enter your password correctly when confirming your new password, the message “**Passwords don’t match**” will be displayed. If you entered a password with fewer than six characters or that has been used more than once, the message “**Either the password is too short or password uniqueness restrictions have not been met**” will be displayed.
5. Click the Back to Application link. The Welcome to the SACPA Reporting Information System page will be redisplayed.



6. Enter your password and click the **Submit** button. You will be able to continue working in the application. The next time you login, you must use your new password.
7. If your password change was not successful, repeat steps 1-6 until the update is complete.

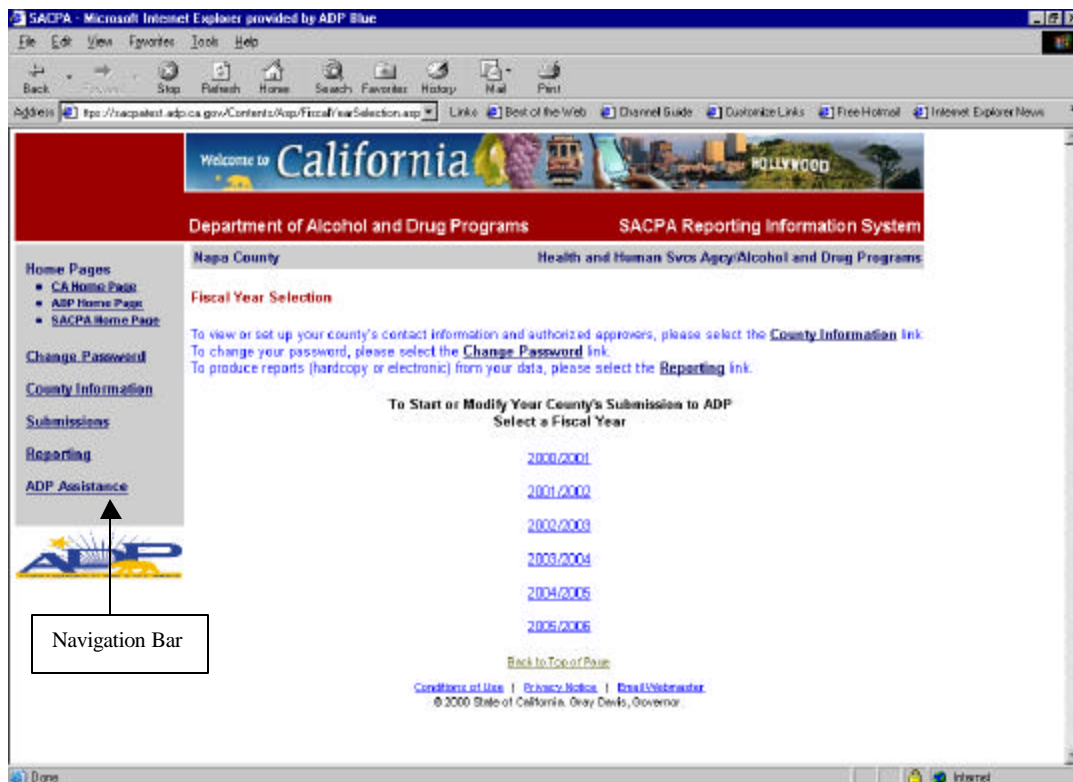
C. General Functionality

You will notice several key features and buttons that are used consistently throughout the application. These features are described below. At the end of this section you will also find a list of additional hints to help you use the SACPA Reporting Information System and an example of a typical data entry flow.

Standard Features

Use This	For This Purpose
1. Navigation Bar	To access specific pages within the application.

The Navigation Bar is the Grey panel that is visible at the top left side of your browser while you are in the SACPA Reporting Information System. Click any link in the navigation bar to open the requested page.



2. Save	The Save button is located at the bottom of most pages. This button acts as a save button for data you enter. If an error exists in the data, the system will issue an error message.
----------------	---

Use This

3. Cancel

4. Reset

For This Purpose



If all values are valid, the data will be saved.

To return to the previous page.

The Cancel button is located at the bottom of most pages.

To clear un-submitted information entered on a page. Reset will redisplay the last saved version of data.

The Reset button is located at the bottom of most pages.

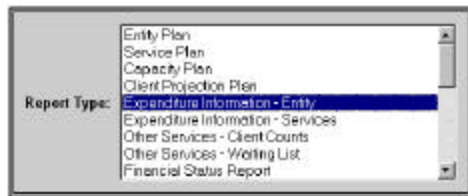
5. Text/Numeric Fields

For data entry. In most text fields, such as fields for names, you can type any combination of letters and numbers. In numeric fields such as **Existing Capacity**, you can only enter numbers.

Use This



6. List Fields



7. Radio Button

Add Financial Status Report for Fiscal Period:

- ☒ January 1 - March 31, 2001
- ☐ January 1 - June 30, 2001
- ☐ 2001/2002
- ☐ 2002/2003
- ☐ 2003/2004
- ☐ 2004/2005
- ☐ 2005/2006

8. Prior Page link



For This Purpose

To select an entry from a predefined list of choices. You are limited to the choices provided and cannot type new entries. To select an entry in the list:

- Use the mouse to scroll as needed and select the entry.

-OR-

- Use the UP and DOWN arrows on your keyboard, select the value you want displayed.

To select a desired option. A radio button is the blank circle located next to an option.

To mark a radio button, click in the circle.

This link will take you back to the prior page.

Some Hints

The following items provide additional information to help you use the SACPA Reporting Information System.

- Remember your password. You will need it each time you log into the system.
- To move from one field to another, click in the desired field with your mouse or use the TAB key on your keyboard to move one field at a time.
- Enter dollar amounts to the nearest dollar. Do not enter amounts using decimals (cents).
- Use the Navigation Bar and buttons within the SACPA Reporting Information System to move from one page to another within the application. Do not use the Back and Forward buttons.
- If you are logged on to the SACPA Reporting Information System and significant time elapses without any data entry, the application will issue a message. You will not be able to continue until you re-enter your password on the SACPA Reporting Information System Welcome page.
- For highest resolution/clarity when using the SACPA Reporting Information System, set your monitor's display resolution to 1024 x 768 pixels. This is optional

Typical Data Entry Scenario

The following example represents a typical data entry flow for a County user creating a 2001/2002 County Plan using the SACPA Reporting Information System.

Action	Result
1. Log on to the SACPA Reporting Information System using the user name and password provided by ADP.	
2. Change the password to one of your own choosing.	The first time you logon to the SACPA Reporting Information System, you will be required to change your password. After that, you must change your password at least every 90 days.
3. Select your Fiscal Year	
4. If the County has unused funds to carry over from the previous fiscal year, enter the carry-over amount using the Fiscal Year Setup data entry page. Also enter the County Tax Identification Number for the county.	Excess Funds from 2001/2002 will be added to the allocation amount for 2002/2003. Refer to section Creating a New County Plan, on page 21, for further detail on how to update your counties Excess Funds.

Action	Result
5. Select County Plan as the submission type you wish to update	Refer to section Creating a New County Plan, on page 21, for further details.
6. Enter County Plan Entity Information	
7. Enter County Plan Service/Activity Information	
8. Enter County Plan Capacity Projections Information	
9. Enter County Plan Client Projection Information	
10. Complete County Plan Questions	
11. Add your counties Plan Description	
12. Create another County Plan for FY 2002/2003 with different numbers to use as a comparison to Version 1.	Refer to section County Plan Version, on page 36 for further details on how to create a new version.
13. Update/modify data entered in Version 1 and/or Version 2	Refer to section County Plan Version, on page 36 for further details on how to update a new version.
14. Once you are satisfied with the data entered, update the status of the desired Version from DRAFT to FINAL.	Refer to section Updating County Plan Status, on page 45, for further details on how to update the status of the plan.
15. Submit the Final Version of the County Plan for approval by appropriate county representative.	Refer to section Updating County Plan Status, on page 45, for further details on how to update the status of the plan.
16. Once approved by the appropriate county representative, update status of the plan from FINAL to COUNTY APPROVED.	
17. Once the status of a plan has been marked as COUNTY APPROVED, ADP will review the County Plan.	
18. Within 20 working days ADP will either <ul style="list-style-type: none">• Request disbursement of the allocation requested by the county and update the status of the plan from COUNTY APPROVED to ADP APPROVED	
or	

Action

Result

- The status will be changed from COUNTY APPROVED to ADP REVIEW/ISSUES PENDING. They will then contact the county if an issue exists.

D. County Information Page

The sections in the user manual that follow provide details on how to use the SACPA Reporting Information System to perform the necessary tasks.

The County Information page is the first page that is displayed once you have logged on successfully. This page allows you to enter, verify and update contact information.

Welcome to **California**

Department of Alcohol and Drug Programs SACPA Reporting Information System

Napa County Health and Human Svcs Agcy/Alcohol and Drug Programs

County Information

Lead Agency Information

Health and Human Svcs Agcy/Alcohol and Drug Programs
2261 Elm Street
Napa, CA - 94559-3721

Contact Information

Name	Phone	Lead Agency Contact	Plan Contact	Financial Status Contact	Financial Status Approver 1	Financial Status Approver 2
<input checked="" type="radio"/> Perri, Pamela	555-555-5555		X			
<input checked="" type="radio"/> Tester3, Tester3	555-555-5555	X	X		X	X

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Verifying Lead Agency and Contact Information

1. The Name and Address of the Lead Agency will automatically be displayed in the County Information section. Counties cannot update this information. (Only ADP has the ability to update Lead Agency information.)
2. Select the contact you wish to review and click on the **Update Contact** Button.

Welcome to **California**

Department of Alcohol and Drug Programs **SACPA Reporting Information System**

Napa County Health and Human Svcs Agcy Alcohol and Drug Programs

[View/Update Contact Information](#)

To update Contact Information for this Lead Agency, enter the contact information and click the Submit button.

Contact Information

Name: (First & Last Name) Tester3, Tester3

Job Title: Tester

Phone: 555 - 555 - 5555 Ext:

Fax: - - -

Pager: - - -

Mobile Phone: - - -

Email Address: tboe@adp.state.ca.us

Lead Agency Roles:

☒ Lead Agency Contact

☒ Plan Contact

☐ Financial Status Report Contact

Authorized as Financial Status Report Approver Level 1
Effective Date (From - Through): 10/26/02 - 10/31/02

Authorized as Financial Status Report Approver Level 2
Effective Date (From - Through): 11/5/02 -

Notes

approval authority expires at the end of October

[Submit](#) [Reset](#) [Cancel](#)

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- Contact Information corresponds to the person designated as the contact for the Lead Agency. This is not necessarily information associated with the person logged on. Contact Information if available will be displayed.

- Name (Honorific, First Name, Last Name)
- Title
- Phone and Extension if applicable
- FAX
- Pager
- Mobile Phone
- Email Address
- Lead Agency Roles
- Financial Status Report Approvers

- If entry or updates to Contact Information is required, see “Entering and Updating Contact” on page 18.

Adding a County Contact

County users can go to the **Update Contact Information** page to add data or make changes to Contact Information.

1. Click the [County Information](#) link on the Navigation Bar. The County Information Page is displayed.
2. Click [Add New Contact](#). The Add Lead Agency Contact page is displayed.



3. Choose a user from the **User Name** box and click the **Submit** button. This will open the Update Contact Information page, see “Entering and Updating Contact Information” for more detailed instructions on how to update contact information.



Entering and Updating Contact Information

County users can go to the Update Contact Information page to add data or make changes to Contact Information.

1. Click the [County Information](#) link on the Navigation Bar. The County Information Page is displayed.
2. Click [Update Contact](#). The Update Contact Information page is displayed.

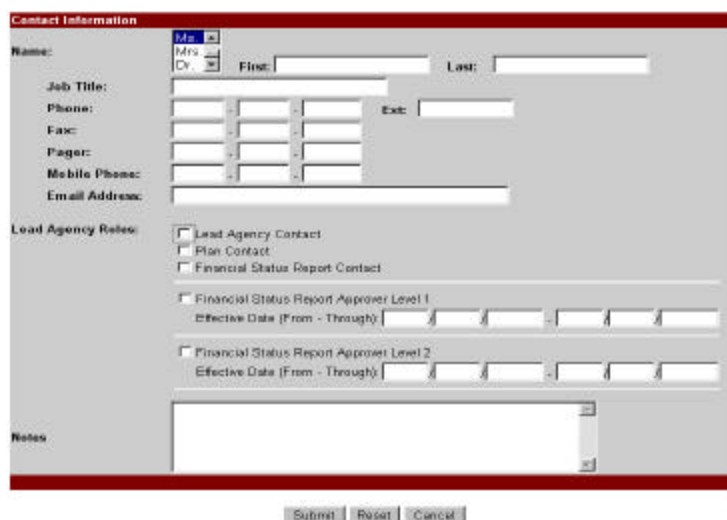
3. Update any of the following fields as necessary:
 - **Name (Honorific, First Name, Last Name)**
 - **Title**
 - **Phone and Extension if applicable**
 - **FAX**
 - **Pager**
 - **Mobile Phone**
 - **E-mail Address**
 - **Contact Information Notes**
4. Choose the appropriate **Lead Agency Roles** of the county contact by checking the associated box. Each box represents the type of information for which the contact is responsible. Counties may have more than one contact for each role and contacts can have multiple roles. For more information on how to update these fields see “Updating Lead Agency Roles and Financial Status Report Approvers” on page 20.

5. Click the **Submit** button. The Contact Information page is redisplayed with updated Contact Information.
6. If no other changes to Contact Information are required, click a link on the Navigation Bar to move to another page. The requested page will be displayed.

Updating Lead Agency Roles and Financial Status Report Approvers

County users can go to the Update Contact Information page to add data or make changes to Lead Agency Roles.

1. Click the County Information link on the Navigation Bar. The County Information Page is displayed.
2. Select the radio button next to the contact you wish to update and click the **Update Contact Information** button. The Update Contact Information page is displayed.



3. Choose the appropriate **Lead Agency Roles** of the county contact by checking the associated box. Each box represents the type of information for which the contact is responsible. Counties may have more than one contact for each role and contacts can have multiple roles.
4. For a county contact that is a Financial Status Report Approver Level 1 or Level 2, check the box and enter an effective from date. The effective from date must be later than 5-1-01 and must be prior to the effective through date.

NOTES: The Financial Status Report Approver Level 1 and Level 2 designations can not be set by the approver themselves. Any other county user with a log on can designate the approver as either a Level 1 and/or 2.

To expire the users approver rights, enter a through date on or after the date on which you wish to expire the approver rights.

E. County Plan Submission

Creating a County Plan

Once you create or establish a County Plan for a specific fiscal year, you can add County Plan Entity, County Plan Service/Activity, County Plan Client Projections, County Plan Capacity Plan, Plan Questions and Plan Description Files.

There are two ways to create a county plan for a specified fiscal year:

1. By using a blank template

-OR-

2. By making a copy of an existing county plan and making updates to it.

Using a Blank Template

Follow steps below to create a county plan using a blank template. For instructions on how to create a county plan using an existing plan, refer to Page 26 “Using an Existing County Plan”.

1. Click the Submissions link on the left-hand navigation bar. The page below will be displayed.



2. Select the link of the fiscal year of the plan you would like to create. Your choices are 2000/2001, 2001/2002, 2002/2003, 2003/2004, 2004/2005, 2005/2006. Once you select the year, a page displaying the submission type due in that year will be displayed. An example of the 2002/2003 fiscal year submission type page is displayed below.

Welcome to **California**

Department of Alcohol and Drug Programs SACPA Reporting Information System

Napa County Health and Human Svcs Agency/Alcohol and Drug Programs

Fiscal Year 2002/2003

To begin, enter your rollover amount from the prior year using the Fiscal Year Set Up link below:

[Fiscal Year Set Up](#) ← Fiscal Year Setup Link

Next, select the submission type you would like to complete:

[County Plan](#)

[Expenditure, Client Counts and Wait List Report - First Six Months \(July 1 to December 31\)](#)

[Expenditure, Client Counts and Wait List Report - Annual \(July 1 to June 30\)](#)

[Financial Status Report](#)

[Prior Page](#)

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3. Select the Fiscal Year Set Up link. This module will allow you to add excess funds and modify your county's tax identification number for a fiscal year. If your county has excess funding available from the current fiscal year that can be applied to the new fiscal year's allocation, enter this data using the Fiscal Year Setup page. An example of the page is displayed below.

Welcome to **California**

Department of Alcohol and Drug Programs SACPA Reporting Information System

Napa County Health and Human Svcs Agency/Alcohol and Drug Programs

Fiscal Year Set Up for Fiscal Year 2002/2003

To update Fiscal Year Information, update data and click the Save button.

Excess Funds Carry Over \$	Calculated ADP \$ Distribution for Fiscal Year	Total ADP \$ Allocation for Fiscal Year	SATTA (SB 223) \$ Allocation for Fiscal Year
0	300,000	300,000	2,500

County Employer ID Number

94 - 6000525

[Save](#) [Reset](#) [Cancel](#)

[Print Page](#)

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4. In the **Excess Funds Carry Over \$** field, enter the carry over amount that will be added to the allocation for that fiscal year. The **County Employer ID** will be populated for the county. The user can modify this field if necessary.

5. Click the **Save** button. The Fiscal Year Information page is redisplayed with the **Total ADP \$ Allocation for Fiscal Year** field updated.

Welcome to **California**

Department of Alcohol and Drug Programs SACPA Reporting Information System

Napa County Health and Human Svcs Agcy/Alcohol and Drug Programs

Fiscal Year Set Up for Fiscal Year 2002/2003

To update Fiscal Year Information, update data and click the Save button.

Excess Funds Carry Over \$	Calculated ADP \$ Distribution for Fiscal Year	Total ADP \$ Allocation for Fiscal Year	SATTA (SB 223) \$ Allocation for Fiscal Year
2,500	300,000	302,500	2,500

County Employer ID Number

84 - 6000525

Save Reset Cancel

[Prior Page](#)

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6. Next, click the [Prior Page](#) link. This will return you to the Submission Type selection page within the year you selected.

Welcome to **California**

Department of Alcohol and Drug Programs SACPA Reporting Information System

Napa County Health and Human Svcs Agcy/Alcohol and Drug Programs

Fiscal Year 2002/2003

To begin, enter your rollover amount from the prior year using the Fiscal Year Set Up link below:

[Fiscal Year Set Up](#)

Next, select the submission type you would like to complete:

[County Plan](#)

[Expenditure, Client Counts and Wait List Report - First Six Months \(July 1 to December 31\)](#)

[Expenditure, Client Counts and Wait List Report - Annual \(July 1 to June 30\)](#)

[Financial Status Report](#)

[Prior Page](#)

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7. Select the [County Plan](#) link. Once you select the County Plan link the following screen will be displayed.



8. Once on this screen select the Add a County Plan link. The Select Activity screen will be displayed.



9. Next select the Create a new County Plan using a Blank Form link. The county plan data entry selection page will be displayed



10. Next select the page you would like to update. Your choice are:

- ◆ Entity – The Entity page allows you to enter the amount of projected spending by entity type. Updating this page is discussed in further detail in section – County Plan Entity Information.
- ◆ Service/Activity - The Service/Activity page allows you to enter the amount of projected spending by Service/Activity Type. Updating this page is discussed in further detail in section – County Plan Service/Activity Information
- ◆ Client Projections - The Client Projections page allows you to enter number of projected clients by service type. Updating this page is discussed in further detail in section – County Plan Client Projection Information
- ◆ Capacity Projections - The Capacity Projections page allows you to enter number of projected capacity by service type. Updating this page is discussed in further detail in section – County Plan Capacity Projection Information
- ◆ Plan Questions - The Plan Questions page allows you to answer plan questions regarding the input received in plan development. Updating this page is discussed in further detail in section – County Plan Questions Page of the County Plan.
- ◆ Plan Description Files – The Plan Description Files page allows you to upload your county plan description to include with your plan information. Uploading plan description files is discussed in further detail in section – County Plan Description Files.

11. On each page you have a series of data entry fields. Complete these field and select the save button. This will save your changes. Once you are done updating each page, select the Prior Page link at the bottom of each page to return to the page list. This will allow you to select the next page to update. You may update each one of these pages as often as you like.

The following is an example of the **Save** button and Prior Page link at the bottom of the page.

Note: The plan will not be submitted to ADP until you Update the Status of the plan to County Approved. Updating your plan status is discussed in further detail in the section titled, County Plan Status on page 45.

Using an Existing County Plan

You may choose to create a new County Plan using data from an existing County Plan. This approach will allow you to copy data from an existing County Plan and allow you to simply update the fields that are different.

1. Click the Submissions link on the left-hand navigation bar. The page below will be displayed.

- Select the link of the fiscal year of the plan you would like to create. Your choices are 2000/2001, 2001/2002, 2002/2003, 2003/2004, 2004/2005, 2005/2006. Once you select the year, a page displaying the submission type due in that year will be displayed. An example of the 2002/2003 fiscal year submission type page is displayed below.



- Select the Fiscal Year Set Up link. This module will allow you to add excess funds and modify your county's tax identification number for a fiscal year. If your county has excess funding available from the current fiscal year that can be applied to the new fiscal year's allocation, enter this data using the Fiscal Year Setup page.

Note: if you have already entered your prior year's rollover amount you may skip steps 3 through 6.

An example of the page is displayed below.

Department of Alcohol and Drug Programs

SACPA Reporting Information System

Napa County Health and Human Svcs Agcy/Alcohol and Drug Programs

Fiscal Year Set Up for Fiscal Year 2002/2003

To update Fiscal Year Information, update data and click the Save button.

Excess Funds Carry Over \$	Calculated ADP \$ Distribution for Fiscal Year	Total ADP \$ Allocation for Fiscal Year	SATTA (SB 223) \$ Allocation for Fiscal Year
0	300,000	300,000	2,500

County Employee ID Number

64 6000525

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4. In the **Excess Funds Carry Over \$** field, enter the carry over amount that will be added to the allocation for that fiscal year. The County Employer ID will be populated for the county. The user can modify this field if necessary.
5. Click the Save button. The Fiscal Year Information page is redisplayed with the **Total ADP \$ Allocation for Fiscal Year** field updated.

Welcome to **California**

Department of Alcohol and Drug Programs SACPA Reporting Information System

Napa County Health and Human Svcs Agcy/Alcohol and Drug Programs

Fiscal Year Set Up for Fiscal Year 2002/2003

To update Fiscal Year Information, update data and click the Save button.

Excess Funds Carry Over \$	Calculated ADP \$ Distribution for Fiscal Year	Total ADP \$ Allocation for Fiscal Year	SATTA (SB 223) \$ Allocation for Fiscal Year
2,500	300,000	302,500	2,500

County Employer ID Number

94 - 9000525

Save Reset Cancel

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6. Next, click the [Prior Page](#) link. This will return you to the submission type selection page within the year you selected.

Welcome to **California**

Department of Alcohol and Drug Programs SACPA Reporting Information System

Napa County Health and Human Svcs Agcy/Alcohol and Drug Programs

Fiscal Year 2002/2003

To begin, enter your rollover amount from the prior year using the Fiscal Year Set Up link below:

[Fiscal Year Set Up](#)

Next, select the submission type you would like to complete:

[County Plan](#) ← **County Plan Link**

[Expenditure, Client Counts and Wait List Report - First Six Months \(July 1 to Dec 31\)](#)

[Expenditure, Client Counts and Wait List Report - Annual \(July 1 to June 30\)](#)

[Financial Status Report](#)

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7. Select the County Plan link. Once you select the County Plan link the following screen will be displayed.



8. Once on this screen select the Add a County Plan link. The Select Activity screen will be displayed.



9. Next select the Create a new County Plan by copying an Existing County Plan link. The county plan selection page will be displayed



10. Select the Fiscal Year version you would like to copy. The new version of the plan is added to the County Plans List page.

The county plan data entry selection page will be displayed



11. Next select the page you would like to update. Your choice are:

- ♦ Entity – The Entity page allows you to enter the amount of projected spending by entity type. Updating this page is discussed in further detail in section – County Plan Entity Information.

- ◆ Service/Activity - The Service/Activity page allows you to enter the amount of projected spending by Service/Activity Type. Updating this page is discussed in further detail in section – County Plan Service/Activity Information
 - ◆ Client Projections - The Client Projections page allows you to enter number of projected clients by service type. Updating this page is discussed in further detail in section– County Plan Client Projection Information
 - ◆ Capacity Projections - The Capacity Projections page allows you to enter number of projected capacity by service type. Updating this page is discussed in further detail in section – County Plan Capacity Projection Information
 - ◆ Plan Questions - The Plan Questions page allows you to answer plan questions regarding the input received in plan development. Updating this page is discussed in further detail in section – County Plan Questions Page of the County Plan.
 - ◆ Plan Description Files – The Plan Description Files page allows you to upload your county plan description to include with your plan information. Uploading plan description files is discussed in further detail in section – County Plan Description Files. Note: the county plan description file will not be copied. You will need to re-upload this file.
12. On each page you have a series of data entry fields. Complete these field and select the save button. This will save your changes. Once you are done updating each page, select the Prior Page link at the bottom of each page to return to the page list. This will allow you to select the next page to update. You may update each one of these pages as often as you like.

The screenshot displays the 'Planned Dollars' table within the SACPA Reporting Information System. The table has columns for 'Delete Line', 'Entity Type', 'Direct Services', 'Administrative Activities', and 'Total'. A 'Data Entry fields' label points to the input areas. A 'Save Button' is visible at the bottom of the table. A warning message on the left states: 'Please save your updates often! The web system will automatically log you out after 10 minutes of inactivity and you will lose any unsaved changes.'

Delete Line	Entity Type	Direct Services	Administrative Activities	Total
	Drug Treatment	0	0	0
		0	0	0
		0	0	0
		0	0	0
		0	0	0
		0	0	0
	Drug Treatment SubTotal	0	0	0
	Other Service	0	0	0
		0	0	0
		0	0	0
		0	0	0

The following is an example of the **Save** button and Prior Page link at the bottom of the page.

The screenshot shows the bottom of the page with a 'Save Button' and a 'Prior Page' link. A 'Save Button' label points to the 'Save' button. A 'Prior Page Link' label points to the 'Prior Page' link.

Save Button

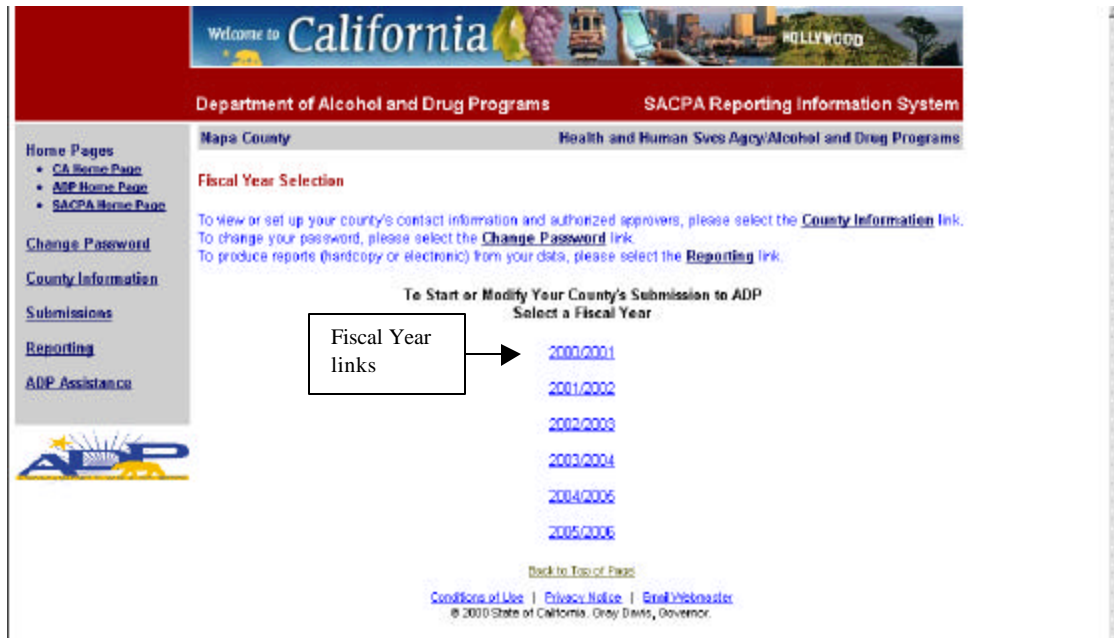
Prior Page

Note: The plan will not be submitted to ADP until you Update the Status of the plan to County Approved. Updating your plan status is discussed in further detail in section County Plan Status on page 45.

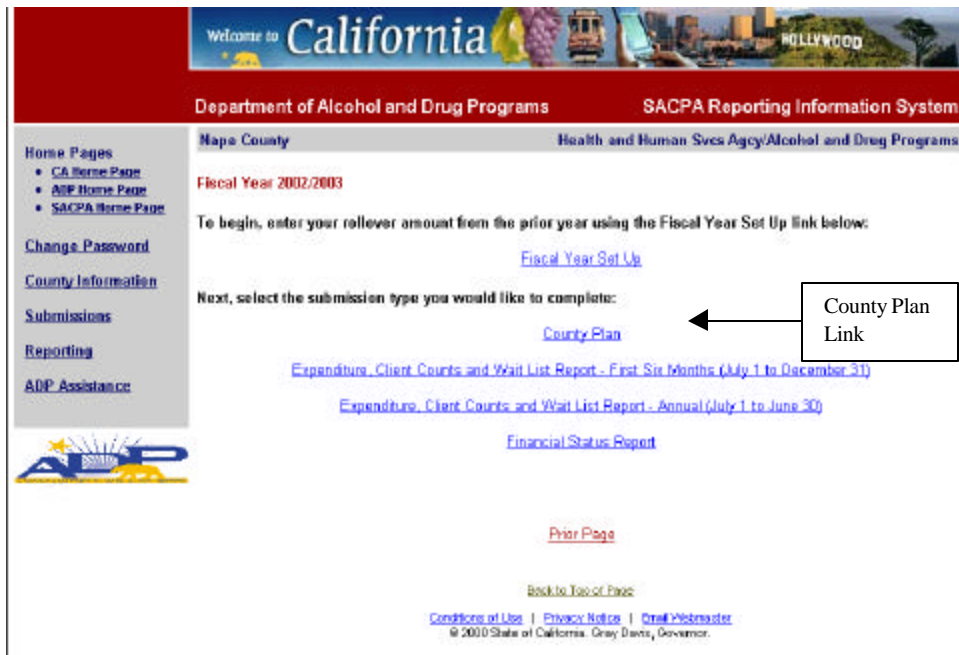
Viewing or Updating a County Plan

To view a list of all County Plans and Revisions follow the steps below.

1. Click the Submissions link on the left-hand navigation bar. The page below will be displayed.



2. Select the link of the fiscal year of the plan you would like to create. Your choices are 2000/2001, 2001/2002, 2002/2003, 2003/2004, 2004/2005, 2005/2006. Once you select the year, a page displaying the submission type due in that year will be displayed. An example of the 2002/2003 fiscal year submission type page is displayed below.



3. Select the County Plan link. An example of the page is displayed below.



4. Next select the Update or View an Existing County Plan link. The following plan list page will be displayed.

Welcome to **California**

Department of Alcohol and Drug Programs SACPA Reporting Information System

Napa County Health and Human Svcs Agcy/Alcohol and Drug Programs

County Plans for Fiscal Year 2002/2003

To view/update a County Plan, select the link of the County Plan version or revision you would like to view/update.

Note: A County Plan with a Status of 'ADP Approved' or 'ADP Received/Issues Pending' may not be updated without a status change by the [ADP Liaison](#).

Allocated By ADP \$300,000 County Rollover \$55,500 Total Available Funds \$244,500

Plan Type	Version or Revision Date	Last Revised	Status	Total \$ Allocated per Plan (Entity)	Allocation \$ Difference (ADP Allocation - Plan (Entity))
Revision	12/01/2002	12/00/2002	Draft	0	244,500
Original	4	12/00/2002	County Approved	0	244,500
Original	3	12/00/2002	Draft	0	244,500
Original	2	08/08/2002	Final	16,235	228,265

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13. Select the link of the plan or plan revision you wish to view or update. The Plan Type field, Version or Revision Date and Status fields all act as links to the plan or revision you wish to view. This will take the user to the County Plan data entry selection page.

County Plan for Fiscal Year 2002/2003, Version 4 (Draft)

Status: Draft Created: 12/00/2002 Last Revised: 12/00/2002

To update or view plan data, select the data entry form from the list below:

[Entity](#) [Service/Activity](#)

[Client Projections](#) [Capacity Projections](#)

[Plan Questions](#) [Plan Description Files](#)

To update the status of the plan, select [Update Status](#)

[Prior Page](#)

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14. Next select the page you would like to view or update. Your choice are:

- ◆ Entity – The Entity page allows you to enter the amount of projected spending by entity type. Updating this page is discussed in further detail in section – County Plan Entity Information.
- ◆ Service/Activity - The Service/Activity page allows you to enter the amount of projected spending by Service/Activity Type. Updating this page is discussed in further detail in section– County Plan Service/Activity Information

- ◆ Client Projections - The Client Projections page allows you to enter number of projected clients by service type. Updating this page is discussed in further detail in section – County Plan Client Projection Information
 - ◆ Capacity Projections - The Capacity Projections page allows you to enter number of projected capacity by service type. Updating this page is discussed in further detail in section – County Plan Capacity Projection Information
 - ◆ Plan Questions - The Plan Questions page allows you to answer plan questions regarding the input received in plan development. Updating this page is discussed in further detail in section– County Plan Questions Page of the County Plan.
 - ◆ Plan Description Files – The Plan Description Files page allows you to upload your county plan description to include with your plan information. Uploading plan description files is discussed in further detail in section - County Plan Description Files. Note: the county plan description file will not be copied. You will need to re-upload this file.
15. On each page you have a series of data entry fields. Complete these field and select the save button. This will save your changes. Once you are done updating each page, select the Prior Page link at the bottom of each page to return to the page list. This will allow you to select the next page to update. You may update each one of these pages as often as you like.

County Plan Version

You may choose to create multiple County Plans within a given fiscal year. For example, when trying to derive an accurate allocation of dollars by using different combinations of data, you may want to keep a record of the different working versions (“what-if” scenarios) of the plan. The SACPA Reporting Information System automatically assigns **Version** numbers to each plan created within a given fiscal year.

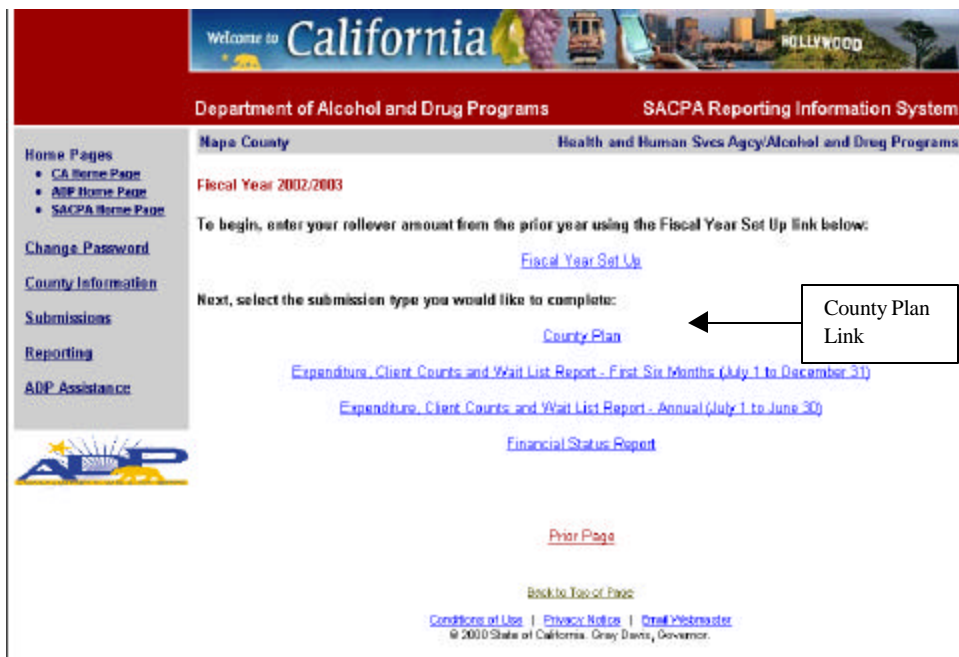
The first County Plan that is created for a given fiscal year will be assigned Version 1. Version numbers will automatically be assigned incrementally to each subsequent plan created within the same fiscal year.

To view a list of all County Plans and Versions

1. Click the Submissions link on the left-hand navigation bar. The page below will be displayed.



2. Select the link of the fiscal year of the plan you would like to create. Your choices are 2000/2001, 2001/2002, 2002/2003, 2003/2004, 2004/2005, 2005/2006. Once you select the year, a page displaying the submission type due in that year will be displayed. An example of the 2002/2003 fiscal year submission type page is displayed below.



3. Select the County Plan link. An example of the page is displayed below.



4. Next select the Update or View an Existing County Plan link. The following plan list page will be displayed.



California
 Department of Alcohol and Drug Programs

Napa County
Health and Human Svcs Agency/Alcohol and Drug Programs

County Plans for Fiscal Year 2002/2003

To view/update a County Plan, select the link of the County Plan version or revision you would like to view/update.

Note: A County Plan with a Status of 'ADP Approved' or 'ADP Received/Issues Pending' may not be updated without a status change by the [ADP Liaison](#).

Allocated By ADP \$300,000 County Rollover \$-95,500 Total Available Funds \$244,500

Plan Type	Version or Revision Date	Last Revised	Status	Total \$ Allocated per Plan (Entity)	Allocation \$ Difference (ADP Allocation - Plan (Entity))
Original	5	12/20/2002	Draft	0	244,500
Original	4	12/20/2002	Draft	0	244,500
Original	3	12/20/2002	Draft	0	244,500
Original	2	08/28/2002	Final	16,235	228,265

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County Plan Revision

Creating a County Plan Revision

Plans with a 10% or greater change in their County Plan must submit a revised County Plan. To accomplish this, the county may choose to create a Revision based on an existing County Plan with a status of **County Approved** or higher see “County Plan Status” on page 45 for descriptions of County Plan statuses. Users can also create revisions from the last revision as long as the status of the revision is **County Approved** or higher. The County Plan (original or revised) used to create the revision will be frozen so that no additional changes other than status changes by ADP will be allowed.

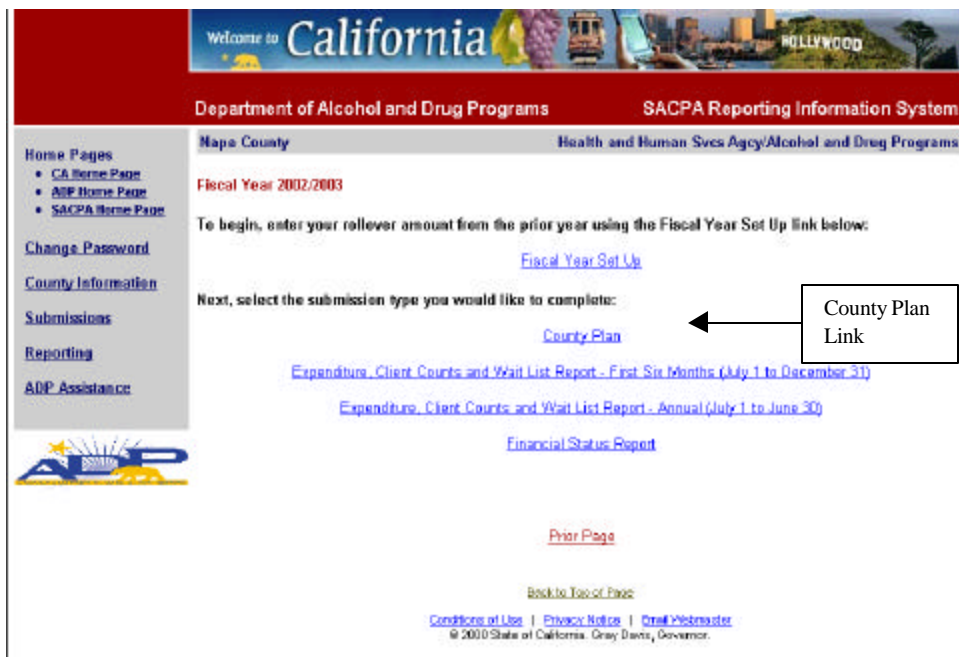
-Multiple versions of revisions are not allowed-

To create a revision of an existing County Plan with a status of County Approved or higher follow the steps below.

1. Click the Submissions link on the left-hand navigation bar. The page below will be displayed.



2. Select the link of the fiscal year of the plan you would like to create. Your choices are 2000/2001, 2001/2002, 2002/2003, 2003/2004, 2004/2005, 2005/2006. Once you select the year, a page displaying the submission type due in that year will be displayed. An example of the 2002/2003 fiscal year submission type page is displayed below.



3. Select the County Plan link. An example of the page is displayed below.



4. Next select the Create a Revision of an Existing County Plan link. If a plan exists for the fiscal year selected has a status of County Approved or higher the following page will be displayed.

Welcome to **California**

Department of Alcohol and Drug Programs SACPA Reporting Information System

Napa County Health and Human Svcs Agency/Alcohol and Drug Programs

Create a Revision of a County Plan for Fiscal Year 2002/2003

To create a revision, enter the revision date and click the Create Revision button.

Note: To create a revision, the plan must be in a status of County Approved or higher. The plan for this fiscal year with the highest status will be used to create the revision.

Using the Latest Revised County Plan or Original County Plan for Fiscal Year 2002/2003.

Set the Revision Date to

Create Revision

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Note: if not plan in the fiscal year selected is currently in a status of County Approved or higher, you will receive an error message, 'County Plans must be in a status of County Approved or higher in order to be revised. Unable to locate any County Plans that meet this criteria.'

5. Enter a **Revision Date** for the revised plan. Note: the revision date must fall within the plan year selected. Each subsequent revision (if you have more than one revision) must have a revised date later than the prior revision.
6. Next click the **Create Revision** button. This will bring you to the County Plan data entry selection page displayed below.

Welcome to **California**

Department of Alcohol and Drug Programs SACPA Reporting Information System

Napa County Health and Human Svcs Agency/Alcohol and Drug Programs

Revised County Plan for Fiscal Year 2002/2003, Revision Date 12/01/2002 (Draft)

Status: Draft Created: 12/20/2002 Last Revised:

To update or view plan data, select the data entry form from the list below:

[Entity](#) [Service/Activity](#)

[Client Projections](#) [Capacity Projections](#)

[Plan Questions](#) [Plan Description Files](#)

To update the status of the plan, select [Update Status](#)

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Viewing or Updating County Plan Revisions

County Plan Revisions are represented on the County Plan List with an “R” in the Plan Type column. Original plans are represented with an “O”.

To view a list of all County Plans and Revisions

1. Click the Submissions link on the left-hand navigation bar. The page below will be displayed.



2. Select the link of the fiscal year of the plan you would like to create. Your choices are 2000/2001, 2001/2002, 2002/2003, 2003/2004, 2004/2005, 2005/2006. Once you select the year, a page displaying the submission type due in that year will be displayed. An example of the 2002/2003 fiscal year submission type page is displayed below.



3. Select the County Plan link. An example of the page is displayed below.



4. Next select the Update or View an Existing County Plan link. The following plan list page will be displayed.

Welcome to **California**

Department of Alcohol and Drug Programs SACPA Reporting Information System

Napa County Health and Human Svcs Agcy/Alcohol and Drug Programs

County Plans for Fiscal Year 2002/2003

To view/update a County Plan, select the link of the County Plan version or revision you would like to view/update.

Note: A County Plan with a Status of 'ADP Approved' or 'ADP Received/Issues Pending' may not be updated without a status change by the [ADP Liaison](#).

Allocated By ADP \$300,000 County Rollover \$55,500 Total Available Funds \$244,500

Plan Type	Version or Revision Date	Last Revised	Status	Total \$ Allocated per Plan [Entity]	Allocation \$ Difference (ADP Allocation - Plan [Entity])
Revision	12/01/2002	12/03/2002	Draft	0	244,500
Original	4	12/20/2002	County Approved	0	244,500
Original	3	12/20/2002	Draft	0	244,500
Original	2	08/28/2002	Final	16,235	228,265

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The county plan revision will be noted as a revision under the plan type. Select the link of the revision you wish to view. The Plan Type field, Version or Revision Date and Status fields all act as links to the plan or revision you wish to view. This will take the user to the County Plan data entry selection page.

County Plan for Fiscal Year 2002/2003, Version 4 (Draft)
Status: Draft Created: 12/20/2002 Last Revised: 12/20/2002

To update or view plan data, select the data entry form from the list below:

[Entity](#) [Service/Activity](#)
[Client Projections](#) [Capacity Projections](#)
[Plan Questions](#) [Plan Description Files](#)

To update the status of the plan, select [Update Status](#)

[Prior Page](#)

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5. Select the link of the data entry page you wish to view or update.

County Plan Status

Each county plan that is created will be assigned a **Status**. You will change the status of a given county plan as you progress through the development and approval processes. There are three statuses that can be assigned by a county and two that can be assigned by ADP:

County assigned:

- **DRAFT:** The system automatically assigns this status to a county plan when it is first created. Multiple plans within a fiscal year may be marked with DRAFT Status.
- **FINAL:** County users will mark a county plan with FINAL status when the plan is ready for approval by the appropriate county representative.
- **COUNTY APPROVED (REVISED COUNTY APPROVED for County Plan Revisions):** County users will mark a county plan with APPROVED status when a plan has been approved by the appropriate county representative and is ready to be reviewed by ADP.

ADP Assigned:

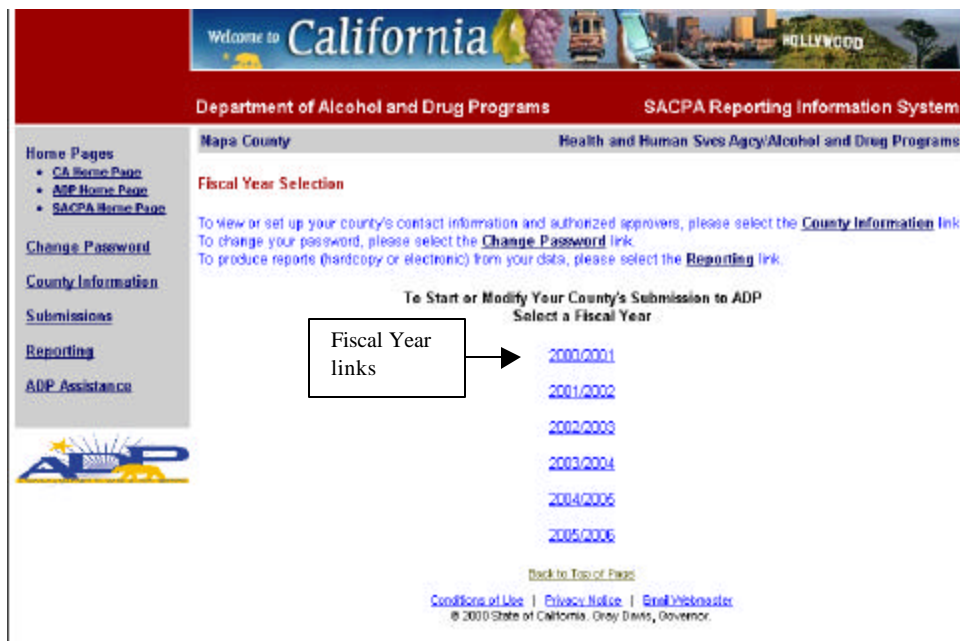
- **ADP APPROVED (REVISED ADP APPROVED for County Plan Revisions):** ADP will assign this status to a county plan to mark a plan that was used to request the county's allocation.
- **ADP REVIEW/ISSUES PENDING (not available for County Plan Revisions):** ADP will assign this status to a county plan to mark a plan that is in the process of being reviewed or if there are issues with the plan.

NOTES: Within 20 working days of receipt of a County Plan with **County Approved** status, ADP will either update the status to **ADP Approved**, or will contact the county if an issue exists and change the status to **ADP Review/Issues Pending**.

A county plan with **ADP Approved** or **ADP Review/Issues Pending** status cannot be updated or deleted.

Updating County Plan Status

1. Click the [Submissions](#) link on the left-hand navigation bar. The page below will be displayed.



2. Select the link of the fiscal year of the plan you would like to create. Your choices are 2000/2001, 2001/2002, 2002/2003, 2003/2004, 2004/2005, 2005/2006. Once you select the year, a page displaying the submission type due in that year will be displayed. An example of the 2002/2003 fiscal year submission type page is displayed below.



3. Select the County Plan link. An example of the page is displayed below.

Welcome to **California**

Department of Alcohol and Drug Programs SACPA Reporting Information System

Napa County Health and Human Svcs Agcy/Alcohol and Drug Programs

County Plan for Fiscal Year 2002/2003

Select an Activity

[ADD a County Plan](#)
(allows a County to add a plan from a blank form or copy an existing plan)

[UPDATE or View an Existing County Plan](#)

[DELETE an Existing County Plan](#)

[CREATE A REVISION of an Existing County Plan](#)
(To create a revision, a County Plan must be in a status of County Approved or Higher)

[Prior Page](#)

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Update or View Existing County Plan

4. Next select the Update or View an Existing County Plan link. The following plan list page will be displayed.

Welcome to **California**

Department of Alcohol and Drug Programs SACPA Reporting Information System

Napa County Health and Human Svcs Agcy/Alcohol and Drug Programs

County Plans for Fiscal Year 2002/2003

To view/update a County Plan, select the link of the County Plan version or revision you would like to view/update.

Note: A County Plan with a Status of 'ADP Approved' or 'ADP Received/Issues Pending' may not be updated without a status change by the [ADP Liaison](#)

Allocated By ADP \$300,000 County Rollover \$55,500 Total Available Funds \$244,500

Plan Type	Version or Revision Date	Last Revised	Status	Total \$ Allocated per Plan [Entity]	Allocation \$ Difference (ADP Allocation - Plan [Entity])
Revision	12/01/2002	12/20/2002	Draft	0	244,500
Original	4	12/20/2002	County Approved	0	244,500
Original	3	12/20/2002	Draft	0	244,500
Original	2	08/08/2002	Final	16,235	228,265

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Select the link of the plan or revision you wish to update. The Plan Type field, Version or Revision Date and Status fields all act as links to the plan or revision you wish to update. This will take the user to the County Plan data entry selection page.

• [CA Home Page](#)
• [ADP Home Page](#)
• [SACPA Home Page](#)

[Change Password](#)
[County Information](#)
[Submissions](#)
[Reporting](#)
[ADP Assistance](#)

County Plan for Fiscal Year 2002/2003, Version 4 (Draft)
Status: Draft Created: 12/20/2002 Last Revised: 12/20/2002

To update or view plan data, select the data entry form from the list below:

[Entity](#) [Service/Activity](#)
[Client Projections](#) [Capacity Projections](#)
[Plan Questions](#) [Plan Description Files](#)

To update the status of the plan, select [Update Status](#)

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Update Status Link

5. Select the Update Status link. The Update Status page will be displayed.

Welcome to **California**

Department of Alcohol and Drug Programs **SACPA Reporting Information System**

Napa County **Health and Human Svcs Agency/Alcohol and Drug Programs**

Original Plan Status for Fiscal Year 2002/2003, Version 4
Status: Draft Created: 12/20/2002 Last Revised: 12/20/2002

To update the status of the County Plan, select status and click the [Save](#) button.

Total \$ Allocated per Plan (Entity)	ADP \$ Allocation	Allocation \$ Difference
0	244,500	244,500

Current Status: **Draft**
Change Plan status to:
☒ County Approved
☐ Final

[Save](#) [Cancel](#)

[Prior Page](#)

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Key information regarding the selected county plan is displayed. Current Status of the plan also will be displayed.

6. Select the desired status from the **Change Plan Status to** radio button list and click the **Save** button. This will change the status of the plan and return you to the County Plan data entry selection page.

Welcome to **California**

Department of Alcohol and Drug Programs **SACPA Reporting Information System**

Napa County **Health and Human Services Agency/Alcohol and Drug Programs**

County Plan for Fiscal Year 2002/2003, Version 4 (County Approved)
 Status: County Approved Created: 12/20/2002 Last Revised: 12/20/2002

To update or view plan data, select the data entry form from the list below:

- [Entry](#)
- [Service/Activity](#)
- [Client Projections](#)
- [Capacity Projections](#)
- [Plan Questions](#)
- [Plan Description Files](#)

To update the status of the plan, select [Update Status](#)

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Home Pages:
 • [CA Home Page](#)
 • [ADP Home Page](#)
 • [SACPA Home Page](#)

[Change Password](#)
[County Information](#)
[Submissions](#)
[Reporting](#)
[ADP Assistance](#)

New Status will be redisplayed Display here

The new status will be displayed in the plan information heading.

County Plan Entity Information

[AIP Home Page](#)
[SACPA Home Page](#)
[Change Parameters](#)
[Fiscal Year Setup](#)
[County Information](#)
[County Plans](#)
[Entity Services](#)
[Client Projects](#)
[Capacity Projections](#)
[Plan Questions](#)
[Plan Desc. Files](#)
[Expenditures](#)
[Financial Status](#)
[Client Counts](#)
[Other Services](#)
[Waiting List Counts](#)
[Reporting](#)

Revised Plan Entity Information for Fiscal Year 2001/2002, Revision Date 05/17/2002
 Status: Final Created: 05/17/2002 Last Revised: 05/17/2002
 To add/update Plan Entity Information, enter Entity Type and Planned Dollars information and click the Submit button.

Delete Line	Entity Type	Planned Dollars		Total	% ACP Allocation
		Direct Services	Administrative Activities		
Drug Treatment					
<input type="checkbox"/>	Alcohol and Drug Services	6,508,250	591,681	7,100,001	54.79
		0	0	0	0
		0	0	0	0
		0	0	0	0
		0	0	0	0
		0	0	0	0
		0	0	0	0
		0	0	0	0
	Drug Treatment SubTotal	6,508,250	591,681	7,100,001	54.79
Other Service					
		0	0	0	0
		0	0	0	0
		0	0	0	0
		0	0	0	0
		0	0	0	0
		0	0	0	0
	Other Service SubTotal	0	0	0	0
Criminal Justice					
<input type="checkbox"/>	Probation Department	1,743,368	193,764	1,937,132	14.87
		0	0	0	0
		0	0	0	0
		0	0	0	0
		0	0	0	0
		0	0	0	0
		0	0	0	0
	Criminal Justice SubTotal	1,743,368	193,764	1,937,132	14.87
	Entity Grand Total	8,252,618	775,445	9,028,063	69.66

Delete Line	Entity Type	Planned Dollars		Total	% SATTIA Allocation
		Direct Services	Administrative Activities		
		0	0	0	0
		0	0	0	0
		0	0	0	0
		0	0	0	0
		0	0	0	0
		0	0	0	0
		0	0	0	0
	SATTIA Entity Grand Total	0	0	0	0

[Prior Page](#)

To update the Entity Information page enter the following data:

See Appendix A for definition of terms.

1. In the **Drug Treatment** column, enter the name(s) of the entity/entities responsible for drug treatment administration.

For each drug treatment entity listed, enter the following:

2. In the **Direct Services** column, enter the amount of planned SACPA expenditures for providing direct drug treatment services by entity.
3. In the **Administrative Activities** column, enter the amount of planned SACPA expenditures for supporting administrative (non-direct) services by entity

4. In the **Other Service** column, enter the name(s) of other county service entity/entities that will receive SACPA funds for services and activities. Refer to Section 9505, Title 9, CCR. Examples of Other Service entities include the County Office of Education, Social Services, Mental Health, Public Health, and the local Workforce Investment Board.

Examples of Other Service entities include the County Office of Education, Social Services, Mental Health, Public Health, and the local Workforce Investment Board. Do not enter Criminal Justice entities such as courts or probation in this section. Enter them in the Criminal Justice fields, step 7.

For each Other Service entity listed, enter the following:

5. In the **Direct Services** column, enter the amount of planned SACPA expenditures for direct services.
6. In the **Administrative Activities** column, enter the amount of planned SACPA expenditures for administrative (non-direct) services.
7. In the **Criminal Justice** column, enter the name/type of entity/entities that will receive SACPA funds for services and activities. Examples of Criminal Justice entities include the Court and Probation Department.

For each Criminal Justice entity listed, enter the following:

8. In the **Direct Services** column, enter the amount of planned SACPA expenditures for direct services.
9. In the **Administrative Activities** column, enter the amount of planned SACPA expenditures for administrative (non-direct) services.
10. In the **SATTA (SB 223)** section, enter the entities responsible for administering SATTA funds. If available, enter the amount planned for each entity split by Administrative Activities and Direct Services
11. Once your data entry is complete, click the Save button. The County Plan Entity Information page redisplay with calculated Totals and Percentages of ADP Allocation.

$\text{H}_2\text{C}=\text{CH}_2$	$\text{H}_2\text{C}=\text{CH}-\text{CH}=\text{CH}_2$	$\text{CH}_3\text{CH}=\text{CH}-\text{CH}=\text{CH}_2$
----------------------------------	--	--

Григорьев

If the information displayed is not correct, make additional update and click the Save button. The County Plan Entity Information page will be redisplayed. Continue to make update until you are satisfied with the data.

To return to the County Plan data entry selection page, click the Prior Page link at the bottom of the page.

Deleting County Plan Entity Line Items

To delete an Entity line from the Entity Plan Information Page the user must follow the instructions listed below. Simply clearing the data will cause submission errors. Please review the instructions below for deleting line items that have been previously submitted.

1. Select the check box(es) next to the County Plan Entity line item(s) that you want to delete.

ADP Home Page
SACPA Home Page
Change Password
Fiscal Year Setup
County Information
County Plans
Entity
Service
Client Projections
Capacity Projections
Plan Questions
Plan Desc. Files
Expenditures
Financial Status
Client Counts
Other Services
Waiting List Counts
Reporting

Revised Plan Entity Information for Fiscal Year 2001/2002, Revision Date 06/17/2002
Status: Final Created: 06/17/2002 Last Revised: 06/17/2002
To add/update Plan Entity Information, enter Entity Type and Planned Dollars information and click the Submit button.

Delete Line	Entity Type	Planned Dollars		Total	% ADP Allocation (9,031,629 + 3,931,385 = 12,963,014)
		Direct Services	Administrative Activities		
Drug Treatment					
<input type="checkbox"/>	Alcohol and Drug Services	6,509,250	591,681	7,100,931	54.78
<input checked="" type="checkbox"/>	Behavioral Health	30,000	1,000	31,000	0.24
		0	0	0	0
		0	0	0	0
		0	0	0	0
		0	0	0	0
		0	0	0	0
		0	0	0	0
	Drug Treatment SubTotal	6,539,250	592,681	7,131,931	55.02
Other Service					
<input type="checkbox"/>	Education	30,000	1,000	31,000	0.24

2. Click the save button at the bottom of the screen. The County Plan Entity Information page is redisplayed with selected information deleted.

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Reporting

Revised Plan Entity Information for Fiscal Year 2001/2002, Revision Date 06/17/2002
Status: Final Created: 06/17/2002 Last Revised: 06/17/2002
To add/update Plan Entity Information, enter Entity Type and Planned Dollars information and click the Submit button.

Delete Line	Entity Type	Planned Dollars		Total	% ADP Allocation (9,031,629 + 3,931,385 = 12,963,014)
		Direct Services	Administrative Activities		
Drug Treatment					
<input type="checkbox"/>	Alcohol and Drug Services	6,509,250	591,681	7,100,931	54.78
		0	0	0	0
		0	0	0	0
		0	0	0	0
		0	0	0	0
		0	0	0	0
		0	0	0	0
	Drug Treatment SubTotal	6,509,250	591,681	7,100,931	54.78
Other Service					
<input type="checkbox"/>	Education	30,000	1,000	31,000	0.24

County Plan Service/Activity Information

Original Plan Service/Activity Information for Fiscal Year 2001/2002, Version 4

Status: Draft Created: 06/17/2002 Last Revised:

To add/update Plan Service/Activity Information, enter Planned Dollars information and click the Submit button.

		Planned Expenditures	% ADP Allocation
		0,831,629 + 3,331,385 =	12,963,616
Services			
Drug Treatment			
Non-Residential / Outpatient			
Treatment/Recovery - No Meds	<input type="text" value="0"/>	0	0
Treatment/Recovery - Methadone, LAAM, or Other Meds Prescribed	<input type="text" value="0"/>	0	0
Day Program-Intensive	<input type="text" value="0"/>	0	0
Detoxification - No Meds	<input type="text" value="0"/>	0	0
Detoxification - Methadone, LAAM, or Other Meds Prescribed	<input type="text" value="0"/>	0	0
Non-Residential / Outpatient Subtotal	0	0	0
Residential			
Detoxification (Hospital)	<input type="text" value="0"/>	0	0
Detoxification (Non-Hospital) - No Meds	<input type="text" value="0"/>	0	0
Detoxification (Non-Hospital) - Methadone, LAAM, or Other Meds Prescribed	<input type="text" value="0"/>	0	0
Treatment/Recovery - No Meds	<input type="text" value="0"/>	0	0
Treatment/Recovery - Methadone, LAAM, or Other Meds Prescribed	<input type="text" value="0"/>	0	0
Residential Subtotal	0	0	0
Drug Treatment Subtotal	0	0	0
Other Service			
Literacy Training	<input type="text" value="0"/>	0	0
Family Counseling	<input type="text" value="0"/>	0	0
Vocational Training	<input type="text" value="0"/>	0	0
Other Client Services	<input type="text" value="0"/>	0	0
If Other Client Services planned, please provide details below			
<input type="text"/>			
Other Service Subtotal	0	0	0
Services Subtotal	0	0	0
Case Management Activities			
Referral/Assessment	<input type="text" value="0"/>	0	0
Placement	<input type="text" value="0"/>	0	0
Court Monitoring	<input type="text" value="0"/>	0	0
Supervision	<input type="text" value="0"/>	0	0
Miscellaneous Activities	<input type="text" value="0"/>	0	0
If Miscellaneous Activities planned, please provide details below			
<input type="text"/>			
Case Management Activities Subtotal	0	0	0
Grand Total	0	0	0
		Total Projected Spending	% SATT (SB 223) Allocation (1,231)
SATT (SB 223)			
Drug Testing for SACPA Clients	<input type="text" value="0"/>	0	0
Other Purposes	<input type="text" value="0"/>	0	0
SATT (SB 223) Totals	0	0	0

Save Reset Cancel

[Prior Page](#)

To update the Service/Activity Information page enter the following data:

See Appendix A for definition of terms.

1. Non-Residential/Outpatient

Enter **Planned Expenditures** for the following drug treatment types:

- Treatment/recovery – no meds
- Treatment/recovery – Methadone, LAAM, or other meds prescribed
- Day Program – intensive
- Detoxification – no meds
- Detoxification – Methadone, LAAM, or other meds prescribed

2. Residential

Enter Planned Expenditures for the following drug treatment types:

- Detoxification (hospital)
- Detoxification (non-hospital) – no meds
- Detoxification (non-hospital) – Methadone, LAAM, or other meds prescribed
- Treatment/recovery – no meds
- Treatment/recovery – Methadone, LAAM, or other meds prescribed

3. Other Service

Enter **Planned Expenditures** for the following services:

- Literacy Training
- Family Counseling
- Vocational Training
- Other Client Services

Specify Other Client Services: List/describe services (other than those listed above) that the county plans to fund services in order to serve SACPA clients.

4. Case Management Activities

Enter **Planned Expenditures** for:

- Referral/Assessment
- Placement
- Court Monitoring
- Supervision
- Miscellaneous

Specify Miscellaneous. If you entered Planned Expenditures for miscellaneous case management activities, provide a brief description of the service.

5. SATTA (SB 223)

Enter **Planned Expenditure** for:

- Drug Testing for SACPA Clients
- Other Purposes

5. Click the **Save** button at the bottom of the page. This will redisplay County Plan Service/Activity Information page with calculated Totals and Percentages of ADP Allocation.

If the information displayed is not correct, update the data as necessary and click the **Save** button. Continue to make adjustments as necessary until you are satisfied with the data. To return to the County Plan data entry selection page, click the Prior Page link at the bottom of the page.

County Plan Capacity Projection Information

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 Reporting

Original Plan Capacity Projections for Fiscal Year 2001/2002, Version 5

Status: Draft Created: 06/17/2002 Last Revised:

To add/update Capacity Projections Information, enter Capacity information and click the Submit button.

	Existing	Capacity Planned Additional	Total
Drug Treatment			
Non-Residential / Outpatient			
Treatment/Recovery - No Meds	0	0	0
Treatment/Recovery - Methadone, LAAM, or Other Meds Prescribed	0	0	0
Day Program-Intensive	0	0	0
Detoxification - No Meds	0	0	0
Detoxification - Methadone, LAAM, or Other Meds Prescribed	0	0	0
Non-Residential / Outpatient Subtotal	0	0	0
Residential			
Detoxification (Hospital)	0	0	0
Detoxification (Non-Hospital) - No Meds	0	0	0
Detoxification (Non-Hospital) - Methadone, LAAM, or Other Meds Prescribed	0	0	0
Treatment/Recovery - No Meds	0	0	0
Treatment/Recovery - Methadone, LAAM, or Other Meds Prescribed	0	0	0
Residential Subtotal	0	0	0
Drug Treatment Subtotal	0	0	0
Other Service			
Literacy Training	0	0	0
Family Counseling	0	0	0
Vocational Training	0	0	0
Other Client Services	0	0	0
If Other Client Services exist or are planned, please provide details below			
<input type="text"/>			
Other Service Subtotal	0	0	0
Grand Total	0	0	0

Back Cancel Submit

Print Page

To update the Capacity Projections page enter the following data:

(Capacity = the number of slots or beds) See **Appendix A** for definition of terms.

1. Non-Residential/Outpatient

Enter/Update the **Existing Capacity** and **Planned Additional Capacity** fields for the following drug treatment types:

- Treatment/recovery – no meds
- Treatment/recovery – Methadone, LAAM, or other meds prescribed
- Day Program – intensive

- Detoxification – no meds
- Detoxification – Methadone, LAAM, or other meds prescribed

2. Residential

Enter/Update the **Existing Capacity** and **Planned Additional Capacity** fields for the following drug treatment types:

- Detoxification (hospital)
- Detoxification (non-hospital) – no meds
- Detoxification (non-hospital) – Methadone, LAAM, or other meds prescribed
- Treatment/recovery – no meds
- Treatment/recovery – Methadone, LAAM, or other meds prescribed

3. Other Service

Enter/Update the **Existing Capacity** and **Planned Capacity** fields for the following services:

- Literacy Training
- Family Counseling
- Vocational Training
- Other Client Services
- Specify Other Client Services: List/describe services other than those listed above for which the county has (or plans to have) capacity to serve SACPA clients.

4. Click the Save button at the bottom of the page. This will redisplay County Plan Capacity Information page with calculated Totals.

If the information displayed is not correct, update the data as necessary and click the Save button. Continue to make adjustments as necessary until you are satisfied with the data. To return to the County Plan data entry selection page, click the Prior Page link at the bottom of the screen.

County Plan Client Projection Information

Original Plan Client Projections for Fiscal Year 2001/2002, Version 4

Status: Draft Created: 05/17/2002 Last Revised:

To add/update Client Projections, enter Number of Clients information and click the Submit button.

Projected Number of Clients	
Persons - Homeless	<input type="text" value="0"/>
Referrals From Court/Probation	<input type="text" value="0"/>
Grand Total	0

Projected Number of Clients	
Drug Treatment	
Non Residential / Outpatient	
Treatment/Recovery - Outpatient	<input type="text" value="0"/>
Treatment/Recovery - Methadone, LAAM or Other Medication	<input type="text" value="0"/>
Day Program Intensive	<input type="text" value="0"/>
Detoxification - Outpatient	<input type="text" value="0"/>
Detoxification - Methadone, LAAM, or Other Medication	<input type="text" value="0"/>
Non Residential / Outpatient Subtotal	0
Residential	
Detoxification - Outpatient	<input type="text" value="0"/>
Detoxification - Residential	<input type="text" value="0"/>
Detoxification - Outpatient - Methadone, LAAM or Other Medication	<input type="text" value="0"/>
Treatment/Recovery - Outpatient	<input type="text" value="0"/>
Treatment/Recovery - Residential	<input type="text" value="0"/>
Residential Subtotal	0
Drug Treatment Subtotal	0
Other Services	
Legal Assistance	<input type="text" value="0"/>
Family Counseling	<input type="text" value="0"/>
Substance Abuse Training	<input type="text" value="0"/>
Other Client Services planned - please provide details below:	<input type="text" value=""/>
Other Service Subtotal	0
Grand Total	0

Total Number of Clients Projected	Total Number of Tasks Projected
SATTA (SB 225)	
Drug Testing	<input type="text" value="0"/>

Print Page

To update the Capacity Projections page enter the following data:

See Appendix A for definition of terms.

1. Enter/Update the projected number of clients who will be referred for services by the following sources:
 - Referred From Parole
 - Referred From Court/Probation

2. Service Type

Non-Residential/Outpatient

Enter/Update the Projected Number of Clients for the following drug treatment types:

- Treatment/recovery – no meds
- Treatment/recovery – Methadone, LAAM, or other meds prescribed
- Day Program – intensive
- Detoxification – no meds
- Detoxification – Methadone, LAAM, or other meds prescribed

3. Residential

Enter/Update the Projected Number of Clients for the following drug treatment types:

- Detoxification (hospital)
- Detoxification (non-hospital) – no meds
- Detoxification (non-hospital) – Methadone, LAAM, or other meds prescribed
- Treatment/recovery – no meds
- Treatment/recovery – Methadone, LAAM, or other meds prescribed

4. Other Service

Enter/Update the Projected Number of Clients for the following services:

- Literacy Training
- Family Counseling
- Vocational Training
- Other Client Services
- Specify Other Client Services: List/describe services other than those listed above for which the county anticipates it will provide to SACPA clients.

5. SATTA (SB 223)

- Enter/Update the Total Number of Client Projected for Drug Testing.
- Enter/Update the Total Number of Tests Projected

6. Click the Save button at the bottom of the page. This will redisplay County Plan Client Projection page with calculated Totals.

If the information displayed is not correct, update the data as necessary and click the Save button. Continue to make adjustments as necessary until you are satisfied with the data. To return to the County Plan data entry selection page, click the Prior Page link at the bottom of the screen.

County Plan Questions Page of the County Plan

If the user chooses to go to the Plan Questions page the user will have the option to answer or update the Plan Questions from Part I of the County Plan Template. An example of the screen is displayed on the following pages:

ADP Home Page SACPA Home Page Change Password Fiscal Year Setup County Information County Plans Entity Service Client Projections Capacity Projections Plan Questions Plan Desc. Files Expenditures Financial Status Other Services Client Counts Other Services Waiting List Counts Reporting	Original Plan Questions for Fiscal Year 2002/2003, Version 3 Status: Draft Created: 03/13/2002 Last Revised: 03/15/2002 To update Plan Questions, answer each question and click the Submit button.
--	--

1. Has the county board of supervisors approved the 2002/2003 county plan or approved a written delegation of approval authority to the county lead agency from the county board of supervisors? [ref: §9515 (b)(3)] (Check one) <input type="checkbox"/> Yes <input type="checkbox"/> No (expected date of approval) <input type="text"/>
2. Identify the county agencies and other entities involved in developing the county plan. (Check all that apply) Required <input type="checkbox"/> County alcohol and other drug agency <input type="checkbox"/> Court <input type="checkbox"/> Parole authority <input type="checkbox"/> Probation Department Other <input type="checkbox"/> County executive office <input type="checkbox"/> County mental health <input type="checkbox"/> County office of education <input type="checkbox"/> County public health <input type="checkbox"/> County social services <input type="checkbox"/> District attorney <input type="checkbox"/> Police department <input type="checkbox"/> Sheriff <input type="checkbox"/> Workforce Investment Board <input type="checkbox"/> Other (specify) <input type="text"/>
3. List impacted community parties that collaborated in development of the county plan. (Check all that apply) Required <input type="checkbox"/> Providers of drug treatment services in the community <input type="checkbox"/> Representatives of drug treatment associations in the community Other <input type="checkbox"/> Civic groups <input type="checkbox"/> Clients / Client groups <input type="checkbox"/> Colleges/Universities (specify) <input type="text"/> <input type="checkbox"/> Local business representatives <input type="checkbox"/> Non-profit organizations <input type="checkbox"/> Parent Teacher Group / Parent Teacher Association <input type="checkbox"/> Workforce Investment Board <input type="checkbox"/> Youth organizations <input type="checkbox"/> Other (specify) <input type="text"/>

<p>4. How was community input collected? (Check all that apply)</p> <p><input type="checkbox"/> Community meetings</p> <p><input type="checkbox"/> County advisory groups</p> <p><input type="checkbox"/> Focus groups</p> <p><input type="checkbox"/> Other method(s) (explain briefly) <input type="text"/></p>
<p>5. If there are federally recognized American Indian tribe(s) located within your county, did you include their input? (Check one)</p> <p><input type="checkbox"/> Yes (required if such tribes are located in your county)</p> <p><input type="checkbox"/> No federally recognized American Indian tribe(s) in the county</p>
<p>6. Specify how often entities and impacted community parties met to develop the county plan. (Check one)</p> <p><input type="checkbox"/> 1-2 times per year</p> <p><input type="checkbox"/> 3-4 times per year</p> <p><input type="checkbox"/> 5 or more times per year</p>
<p>7. Specify how often entities and impacted community parties will meet to continue on-going coordination of services and activities. (Check one)</p> <p><input type="checkbox"/> Every three months</p> <p><input type="checkbox"/> 4-8 times per year</p> <p><input type="checkbox"/> 9 or more times per year</p>
<p>8. What services are available to SACPA clients under the county plan? (Check all that apply)</p> <p><input type="checkbox"/> Drug treatment</p> <p><input type="checkbox"/> Family counseling</p> <p><input type="checkbox"/> Literacy training</p> <p><input type="checkbox"/> Mental health</p> <p><input type="checkbox"/> Vocational training</p> <p><input type="checkbox"/> Other (specify) <input type="text"/></p>
<p>9. Identify the entity(ies) responsible for determining a client's level of need for, placement in, and referral to drug treatment. (Check all that apply)</p> <p><input type="checkbox"/> County alcohol and other drug agency</p> <p><input type="checkbox"/> Probation Department</p> <p><input type="checkbox"/> Drug treatment provider(s)</p> <p><input type="checkbox"/> Other (specify) <input type="text"/></p>
<p>10. Identify the entity(ies) in your county responsible for determining a client's level of need for, placement in, and referral to additional services supplemental to treatment. (Check all that apply)</p> <p><input type="checkbox"/> County alcohol and other drug agency</p> <p><input type="checkbox"/> Drug treatment provider(s)</p> <p><input type="checkbox"/> Probation department</p> <p><input type="checkbox"/> Other (specify) <input type="text"/></p>
<p>11. What assessment tools are being used in your county for SACPA clients? (Check all that apply)</p>

The screenshot shows a web form for the SACPA Reporting Information System. At the top, there are three checkboxes: ☐ ASI (Addiction Severity Index), ☐ ASAM PPC (American Society of Addiction Medicine Patient Placement Criteria), and ☐ Other (specify) followed by a text input field. Below these are three numbered questions:

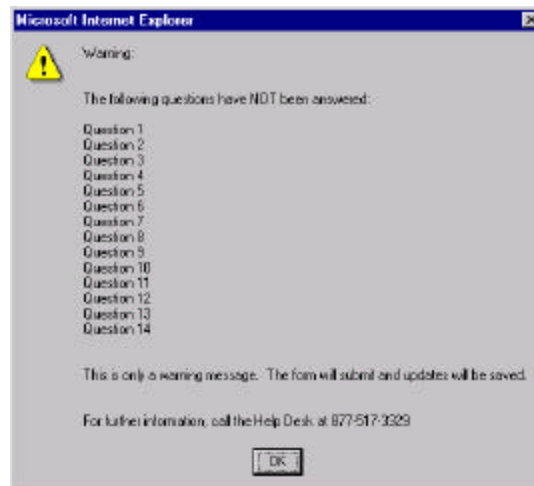
12. Will drug testing be required for SACPA clients in your county?
(Check one)
☐ Yes
☐ No

13. What other sources of funds, if any, will be used to pay for drug testing? (ref: §9530 (f))
(Check all that apply)
☐ Client fees
☐ Additional funds budgeted by the county
☐ Other (specify) followed by a text input field

14. Has there been a change in Lead Agency designation?
(Check one)
☐ Yes
☐ No

Below the questions is a section labeled "Notes" with a large text area. At the bottom of the form are three buttons: "Submit", "Reset", and "Cancel".

To answer the questions the user will choose the check box next to the appropriate response for each question. If the user does not select at least one response to each question, the system will prompt the user with the following warning when choosing the submit button:



Also, if a response is chosen that requires additional information, for example question #2 'No (specify)', the user will be required to enter a brief explanation of their response before submitting the page.

County Plan Description Files

The Plan Description Files page allows the automated submission of the County Plan Narrative document. This new functionality allows the user to attach, view, download and delete Plan Description files.

Users will be restricted from uploading more than one Plan Description file and one Board of Supervisors Resolution (or other Board approval document) per County Plan. Users will not be able to modify documents on-line. To make changes the user will be required to delete the existing Plan Description and upload a modified document.

A description of how to use the new functionality follows.

How to Attach a File

County users will have the ability to attach a Plan Description document and a Board of Supervisors Resolution (or other approval document) through a system of file upload. The process will require that the county create these documents using Word with an extension of .DOC.

To attach a file, follow the steps below:

1. To attach a document, select the type of document you would like to attach by choosing the radio button next to your selection. The user can choose between 'County Plan Description' and 'Board of Supervisors Resolution'.

The screenshot shows the SACPA Reporting Information System interface. The main content area displays the 'Plan Description Files' section. A table lists the document types available for upload:

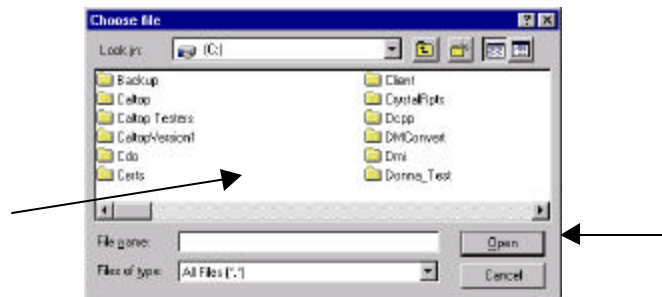
Document Type	Document Name	Date Uploaded	Download
<input checked="" type="radio"/> County Plan Description	No Document Uploaded		
<input type="radio"/> Board of Supervisors Resolution	No Document Uploaded		

Below the table are 'Upload' and 'Cancel' buttons. An arrow points to the 'County Plan Description' radio button, and another arrow points to the 'Upload' button.

2. Choose the **Upload** button. This will bring the user to the File Upload page.



3. Choose the **Browse** button. This will allow the user to select a file and will open a 'choose file' window



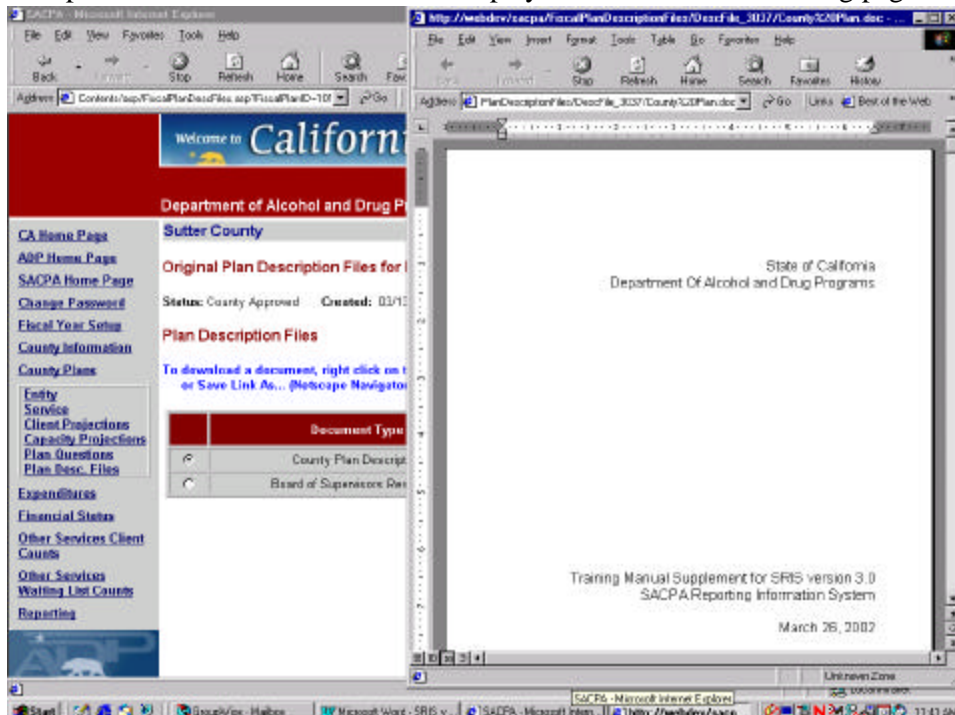
4. Select the appropriate file and choose the **Open** button. This will display the file name on 'File Name:' window of the File Upload page
5. Select the **Upload the File** button. This will upload the file to the database and will return the user to the Plan Description Files page. The file name will be displayed under document name.



How to View a File

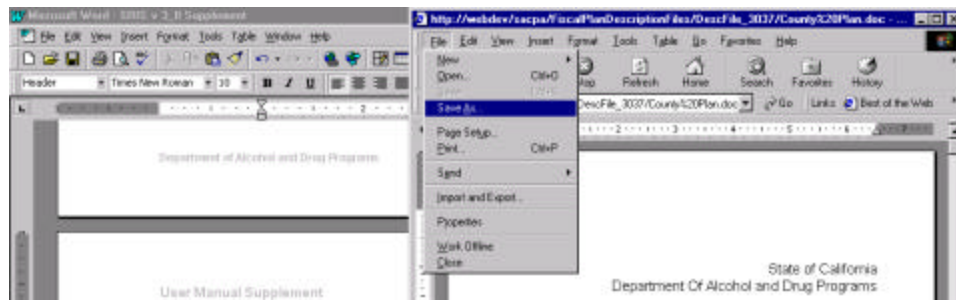
To view a file that has been uploaded, right click on the document link under the 'Document Name' header. In the example above, the user would right click on the [County Plan.doc](#). This will open the document in a separate window. If the document is not compatible with Microsoft Word, the document will not be displayed.

An example of how the document will be display is shown on the following page:



How to Download a File

To download a file the user must choose save the document while the document is being viewed. To save the document, choose 'File' from the menu bar of the new window and select 'Save As'.



A window will appear allowing the user to save the document wherever they choose.

How to Delete a Document

To delete a file the user will select the document type using the radio button next to their selection and choose the delete button. This will delete the existing document from the database.

Deleting a County Plan

County Plans with a status of DRAFT, FINAL and COUNTY APPROVED can be deleted. Plans with a status of ADP APPROVED and ADP REVIEW/ISSUES PENDING

1. Click the Submissions link on the left-hand navigation bar. The page below will be displayed.



2. Select the link of the fiscal year of the plan you would like to create. Your choices are 2000/2001, 2001/2002, 2002/2003, 2003/2004, 2004/2005, 2005/2006. Once you select the year, a page displaying the submission type due in that year will be displayed. An example of the 2002/2003 fiscal year submission type page is displayed below.



3. Select the County Plan link. An example of the page is displayed below.



4. Next select the Delete an Existing County Plan link. The following plan list page will be displayed.

Department of Alcohol and Drug Programs

SACPA Reporting Information System

Maps County Health and Human Svcs Agcy/Alcohol and Drug Programs

County Plans for Fiscal Year 2002/2003

To delete a County Plan, click the [Delete](#) button for the County Plan you would like to delete.

Allocated By ADP \$300,000 County Rollover \$55,500 Total Available Funds \$244,500

	Plan Type	Version or Revision Date	Last Revised	Status	Total \$ Allocated per Plan [Entity]	Allocation \$ Difference (ADP Allocation - Plan [Entity])
Delete	Original	4	12/20/2002	Draft	0	244,500
Delete	Original	3	12/20/2002	Draft	0	244,500
Delete	Original	2	08/28/2002	Final	16,235	228,265

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6. Select the **Delete** button next to the plan or revision you wish to delete. The message “Are you sure you want to delete the Plan?” is displayed.
7. Click **Ok**. The selected Plan, which includes County Plan Entity, County Plan Service/Activity, Capacity Plan and Client Projections Information, Plan Questions and Plan Description file, is deleted.

F. County Expenditure, Client Counts and Wait List Report

Creating a New Expenditure, Client Counts and Wait List Report

Once you have a County Plan in the status of 'ADP Approved' for the fiscal year, you can add a County Expenditure Report.

There are two ways to create a County Expenditure Report for a specified fiscal year:

1. By using a blank template

-OR-

2. By making a copy of an existing Expenditure Report or County Plan and making updates to it. **Note:** The copy function will copy only the entity types from the Entity Information page; no fiscal information will be copied.

Using a Blank Template

Follow steps below to create an Expenditure Report using a blank template.

1. Click the Submissions link on the left-hand navigation bar. The page below will be displayed.



2. Select the link of the fiscal year of the plan you would like to create. Your choices are 2000/2001, 2001/2002, 2002/2003, 2003/2004, 2004/2005, 2005/2006. Once you select the year, a page displaying the submission type due in that year will be displayed. An example of the 2002/2003 fiscal year submission type page is displayed below.

Welcome to **California**

Department of Alcohol and Drug Programs SACPA Reporting Information System

Napa County Health and Human Svcs Agency/Alcohol and Drug Programs

Fiscal Year 2002/2003

To begin, enter your rollover amount from the prior year using the Fiscal Year Set Up link below:

[Fiscal Year Set Up](#) ← Fiscal Year Setup Link

Next, select the submission type you would like to complete:

[County Plan](#)

[Expenditure, Client Counts and Wait List Report - First Six Months \(July 1 to December 31\)](#)

[Expenditure, Client Counts and Wait List Report - Annual \(July 1 to June 30\)](#)

[Financial Status Report](#)

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3. Select the [Fiscal Year Set Up](#) link. This module will allow you to add or modify your counties excess funds and modify your county's tax identification number for a fiscal year. If your county has excess funding available from the current fiscal year that can be applied to the new fiscal year's allocation, enter this data using the Fiscal Year Setup page. An example of the page is displayed below.

Welcome to **California**

Department of Alcohol and Drug Programs SACPA Reporting Information System

Napa County Health and Human Svcs Agency/Alcohol and Drug Programs

Fiscal Year Set Up for Fiscal Year 2002/2003

To update Fiscal Year Information, update data and click the Save button.

Excess Funds Carry Over \$	Calculated ADP \$ Distribution for Fiscal Year	Total ADP \$ Allocation for Fiscal Year	SATTA (SB 223) \$ Allocation for Fiscal Year
<input type="text" value="0"/>	300,000	300,000	2,500

County Employer ID Number

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4. In the **Excess Funds Carry Over \$** field, enter the carry over amount that will be added to the allocation for that fiscal year. The County Employer ID will be populated for the county. The user can modify this field if necessary.

5. Click the **Save** button. The Fiscal Year Information page is redisplayed with the **Total ADP \$ Allocation for Fiscal Year** field updated.

Welcome to **California**

Department of Alcohol and Drug Programs SACPA Reporting Information System

Napa County Health and Human Svcs Agcy/Alcohol and Drug Programs

Fiscal Year Set Up for Fiscal Year 2002/2003

To update Fiscal Year Information, update data and click the Save button.

Excess Funds Carry Over \$	Calculated ADP \$ Distribution for Fiscal Year	Total ADP \$ Allocation for Fiscal Year	SATTA (SB 223) \$ Allocation for Fiscal Year
2,500	300,000	302,500	2,500

County Employer ID Number

84 - 6000525

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6. Next, click the [Prior Page](#) link. This will return you to the submission type selection page within the year you selected.

Welcome to **California**

Department of Alcohol and Drug Programs SACPA Reporting Information System

Napa County Health and Human Svcs Agcy/Alcohol and Drug Programs

Fiscal Year 2002/2003

To begin, enter your rollover amount from the prior year using the Fiscal Year Set Up link below:

[Fiscal Year Set Up](#)

Next, select the submission type you would like to complete:

[County Plan](#)

[Expenditure, Client Counts and Wait List Report - First Six Months \(July 1 to December 31\)](#)

[Expenditure, Client Counts and Wait List Report - Annual \(July 1 to June 30\)](#)

[Financial Status Report](#)

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Expenditure, Client Counts and Wait List Links

7. Select the [Expenditure, Client Counts and Wait List Report](#) link for the appropriate reporting period. Expenditure, Client Counts and Wait List Reports are due twice a year. The first reporting period is the First Six Months from July 1 to December 31. The second reporting period is an Annual Report from July 1 to June 30. Once you select the link of fiscal period you will have the following options.



8. Once on this screen select the Add an Expenditure, Client Counts and Wait List Report link. The Select Activity screen will be displayed.



9. Next select the Create a new 2002/2003 Expenditure, Client Counts and Wait List Report from a Blank Form link. The report form list page will be displayed.



10. Next select the page you would like to update. Your choice are:

- ◆ Entity – The Entity page allows you to enter the amount expended by entity type. For instructions on how to complete Entity Information, refer to section Expenditure- Entity Information.
- ◆ Service/Activity - The Service/Activity page allows you to enter the amount expended by Service/Activity Type. For instructions on how to complete Service/Activity Information, refer to section Expenditure – Service/Activity Information.
- ◆ Case Management Client Counts - The Case Management Client Counts page allows you to enter number of clients by case management type and demographic. For instructions on how to complete the Case Management Client Counts refer to the Case Management and Other Services Client Counts Information section
- ◆ Other Services Client Counts - The Other Services Client Counts page allows you to enter number of client by other services type and demographic. For instructions on how to complete the Other Services Client Counts refer to the Case Management and Other Services Client Counts Information section
- ◆ Wait List - The Wait List page allows you to enter the number of client that spent time on a wait list for other services. For instructions on how to complete the Wait list page refer to the Other Services Waiting List Counts Information section.

11. On each page you have a series of data entry fields. Complete these field and select the **Save** button. This will save your changes. Once you are done updating each page, select the **Prior Page** link at the bottom of each page to return to the page list. This will allow you to select the next page to update. You may update each one of these pages as often as you like.

Delete	Line	Entity Type	Direct Services	Administrative Activities	Total
		Drug Treatment	0	0	0
			0	0	0
			0	0	0
			0	0	0
			0	0	0
			0	0	0
		Drug Treatment SubTotal	0	0	0
		Other Service	0	0	0
			0	0	0
			0	0	0

The following is an example of the **Save** button and Prior Page link at the bottom of the page.

SATTA Entity Grand Total 0 0 0 0

Save Button → Save Reset Cancel

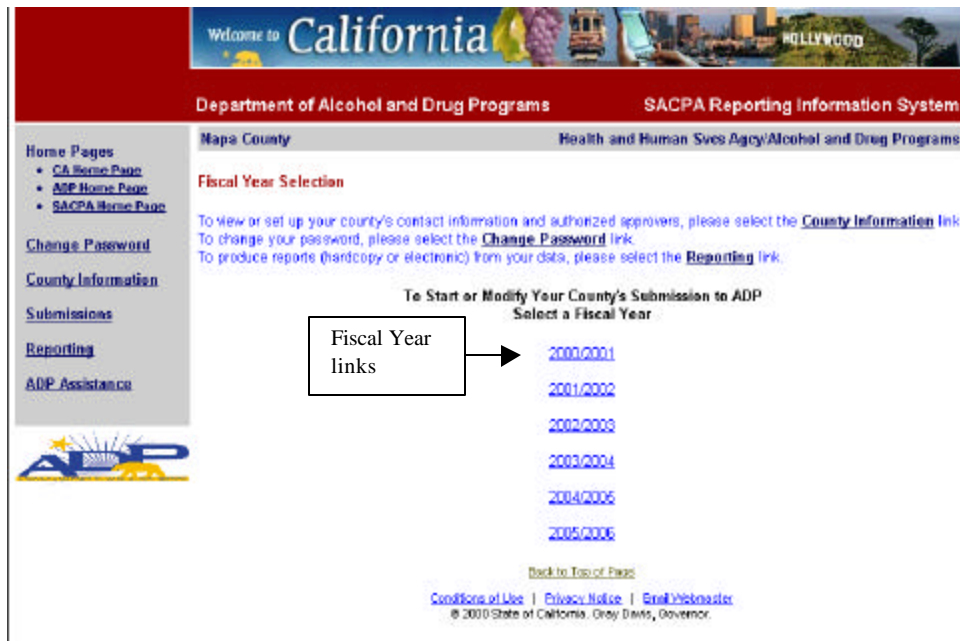
Prior Page ← Prior Page Link

Note: The Expenditure, Client Counts and Wait List Report will not be submitted to ADP until you Update the Status of the plan to County Submitted. Updating your report status is discussed in further detail in section Updating Expenditure, Client Count and Wait List Report Status, on page 86.

Creating a County Expenditure Client Count and Wait List Report using an Existing County Plan or Expenditure Report

You may choose to create a new Expenditure, Client Count and Wait List Report using data from an existing County Plan or Expenditure Report. **Note:** Copying an existing Expenditure Report or County Plan will only populate the Entities entered on the Entity Information Page. No fiscal data will be copied.

1. Click the Submissions link on the left-hand navigation bar. The page below will be displayed.



2. Select the link of the fiscal year of the plan you would like to create. Your choices are 2000/2001, 2001/2002, 2002/2003, 2003/2004, 2004/2005, 2005/2006. Once you select the year, a page displaying the submission type due in that year will be displayed. An example of the 2002/2003 fiscal year submission type page is displayed below.



3. Select the Fiscal Year Set Up link. This module will allow you to add or modify your counties excess funds and modify your county's tax identification number for a fiscal year. If your county has excess funding available from the current fiscal year that can be applied to the new fiscal year's allocation, enter this data using the Fiscal Year Setup page. An example of the page is displayed below.

Welcome to **California**

Department of Alcohol and Drug Programs SACPA Reporting Information System

Napa County Health and Human Svcs Agcy/Alcohol and Drug Programs

Fiscal Year Set Up for Fiscal Year 2002/2003

To update Fiscal Year Information, update data and click the Save button.

Excess Funds Carry Over \$	Calculated ADP \$ Distribution for Fiscal Year	Total ADP \$ Allocation for Fiscal Year	SATTA (SB 223) \$ Allocation for Fiscal Year
<input type="text" value="0"/>	300,000	300,000	2,500

County Employer ID Number

94 - 5000525

Save Reset Cancel

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- In the **Excess Funds Carry Over \$** field, enter the carry over amount that will be added to the allocation for that fiscal year. The County Employer ID will be populated for the county. The user can modify this field if necessary.
- Click the Save button. The Fiscal Year Information page is redisplayed with the **Total ADP \$ Allocation for Fiscal Year** field updated.

Welcome to **California**

Department of Alcohol and Drug Programs SACPA Reporting Information System

Napa County Health and Human Svcs Agcy/Alcohol and Drug Programs

Fiscal Year Set Up for Fiscal Year 2002/2003

To update Fiscal Year Information, update data and click the Save button.

Excess Funds Carry Over \$	Calculated ADP \$ Distribution for Fiscal Year	Total ADP \$ Allocation for Fiscal Year	SATTA (SB 223) \$ Allocation for Fiscal Year
<input type="text" value="2,500"/>	300,000	302,500	2,500

County Employer ID Number

94 - 5000525

Save Reset Cancel

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- Next, click the [Prior Page](#) link. This will return you to the submission type selection page within the year you selected.



7. Select the Expenditure, Client Counts and Wait List Report link for the appropriate reporting period. Expenditure, Client Counts and Wait List Reports are due twice a year. The first reporting period is the First Six Months from July 1 to December 31. The second reporting period is an Annual Report from July 1 to June 30. Once you select the link of fiscal period the following screen will be displayed.



8. Once on this screen select the Add an Expenditure, Client Counts and Wait List Report link. The Select Activity screen will be displayed.



9. Next select the Create a new 2002/2003 Expenditure, Client Counts and Wait List Report by Copying an Existing Report link. The screen will display a list of Plans and Reports from which you must select to make your copy.



10. Select the link of the Report or County Plan you would like to copy. Note: Copying an existing Expenditure Report or County Plan will only populate the Entities entered on the Entity Information Page. No fiscal data will be copied. The form list page will be displayed allowing you to choose which page to update.

Welcome to **California**

Department of Alcohol and Drug Programs SACPA Reporting Information System

Rapa County Health and Human Svcs Agency/Alcohol and Drug Programs

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Expenditure, Client Counts and Wait List Report for Fiscal Year 2002/2003, July 1 - December 31, 2002
 Status: Draft Created: 12/30/2002 Last Revised:

To update or view report data, select the data entry form from the list below:

[Entity](#)
[Service/Activity](#)
[Case Management Client Counts](#)
[Other Services Client Counts](#)
[Wait List](#)

To update the status of the report, select [Update Status](#)

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11. Next select the page you would like to update. Your choice are:

- ◆ Entity – The Entity page allows you to enter the amount expended by entity type. For instructions on how to complete Entity Information, refer to section Expenditure- Entity Information.
- ◆ Service/Activity - The Service/Activity page allows you to enter the amount expended by Service/Activity Type. For instructions on how to complete Service/Activity Information, refer to section Expenditure – Service/Activity Information.
- ◆ Case Management Client Counts - The Case Management Client Counts page allows you to enter number of clients by case management type and demographic. For instructions on how to complete the Case Management Client Counts refer to the Case Management and Other Services Client Counts Information section
- ◆ Other Services Client Counts - The Other Services Client Counts page allows you to enter number of client by other services type and demographic. For instructions on how to complete the Other Services Client Counts refer to the Case Management and Other Services Client Counts Information section
- ◆ Wait List - The Wait List page allows you to enter the number of client that spent time on a wait list for other services. For instructions on how to complete the Wait list page refer to the Other Services Waiting List Counts Information section.

On each page you have a series of data entry fields. Complete these field and select the **Save** button. This will save your changes. Once you are done updating each page, select the Prior Page link at the bottom of each page to return to the page list. This will allow

you to select the next page to update. You may update each one of these pages as often as

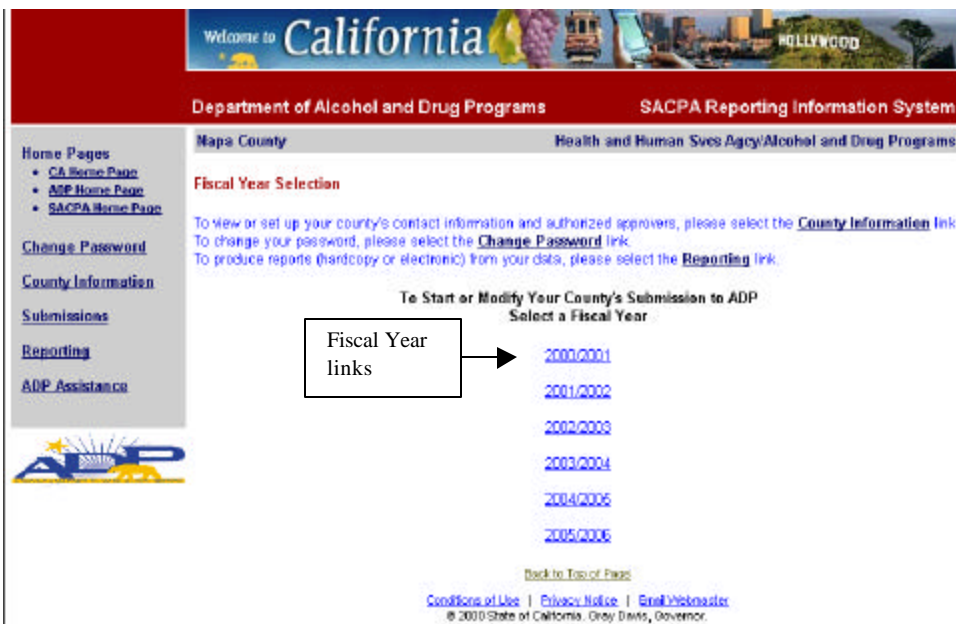
you like.

The following is an example of the **Save** button and Prior Page link at the bottom of the page.

Note: The Expenditure, Client Counts and Wait List Report will not be submitted to ADP until you Update the Status of the plan to County Submitted. Updating your report status is discussed in further detail in section Updating Expenditure, Client Count and Wait List Report Status, on page 86.

Updating and Viewing Existing Expenditure, Client Count and Wait List Report Information

1. Click the Submissions link on the left-hand navigation bar. The page below will be displayed.



2. Select the link of the fiscal year of the plan you would like to create. Your choices are 2000/2001, 2001/2002, 2002/2003, 2003/2004, 2004/2005, 2005/2006. Once you select the year, a page displaying the submission type due in that year will be displayed. An example of the 2002/2003 fiscal year submission type page is displayed below.
3. On this page you will select the fiscal period of the Expenditure, Client Counts and Wait List report.



4. Select the Expenditure, Client Counts and Wait List Report link for the appropriate reporting period. Expenditure, Client Counts and Wait List Reports are due twice a year. The first reporting period is the First Six Months from July 1 to December 31. The second reporting

period is an Annual Report from July 1 to June 30. Once you select the link of fiscal period the following screen will be displayed.



5. Select Update or View an Existing Expenditure, Client Counts and Wait List Report link. The form list page will be displayed allowing you to choose which page to update.



6. Next select the page you would like to update. Your choice are:
 - ◆ Entity – The Entity page allows you to enter the amount expended by entity type. For instructions on how to complete Entity Information, refer to section Expenditure- Entity Information.
 - ◆ Service/Activity - The Service/Activity page allows you to enter the amount expended by Service/Activity Type. For instructions on how to complete Service/Activity Information, refer to section Expenditure – Service/Activity Information.

- ◆ Case Management Client Counts - The Case Management Client Counts page allows you to enter number of clients by case management type and demographic. For instructions on how to complete the Case Management Client Counts refer to the Case Management and Other Services Client Counts Information section
 - ◆ Other Services Client Counts - The Other Services Client Counts page allows you to enter number of client by other services type and demographic. For instructions on how to complete the Other Services Client Counts refer to the Case Management and Other Services Client Counts Information section
 - ◆ Wait List - The Wait List page allows you to enter the number of client that spent time on a wait list for other services. For instructions on how to complete the Wait list page refer to the Other Services Waiting List Counts Information section.
7. On each page you have a series of data entry fields. Complete these field and select the **Save** button. This will save your changes. Once you are done updating each page, select the Prior Page link at the bottom of each page to return to the page list. This will allow you to select the next page to update. You may update each one of these pages as often as you like.

Updating Expenditure, Client Count and Wait List Report Status

County users can choose between two statuses for Expenditure, Client Counts and Wait List Reports:

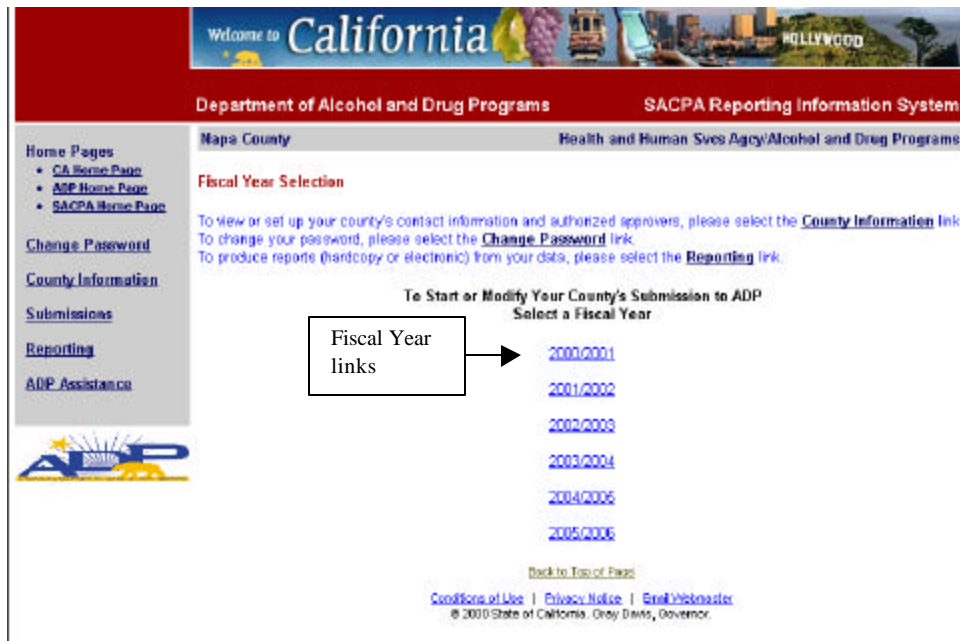
DRAFT (which ADP users cannot view)

And

COUNTY SUBMITTED (changing the report to County Submitted will allow ADP access to your report)

ADP will change the status of your Expenditure, Client Count and Wait List Report to ADP RECEIVED to acknowledge their receipt of the plan. Once the report is in ADP RECEIVED status, County users will not be able to modify the report.

1. Click the Submissions link on the left-hand navigation bar. The page below will be displayed.



2. Select the link of the fiscal year of the plan you would like to create. Your choices are 2000/2001, 2001/2002, 2002/2003, 2003/2004, 2004/2005, 2005/2006. Once you select the year, a page displaying the submission type due in that year will be displayed. An example of the 2002/2003 fiscal year submission type page is displayed below.
3. On this page you will select the fiscal period of the Expenditure, Client Counts and Wait List report.



4. Select the Expenditure, Client Counts and Wait List Report link for the appropriate reporting period. Expenditure, Client Counts and Wait List Reports are due twice a year. The first reporting period is the First Six Months from July 1 to December 31. The second reporting

period is an Annual Report from July 1 to June 30. Once you select the link of fiscal period the following screen will be displayed.



5. Select Update or View an Existing Expenditure, Client Counts and Wait List Report link. The form list page will be displayed allowing you to choose which page to update.



6. Select the Update Status link. This will bring you to the update status page.

Welcome to **California**

Department of Alcohol and Drug Programs SACPA Reporting Information System

Napa County Health and Human Svcs Agcy/Alcohol and Drug Programs

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Expenditure, Client Counts and Wait List Report Status for Fiscal Year 2002/2003, July 1 - December 31, 2002
Status: Draft Created: 7/2/02/2002 Last Revised:

To update the status of the Report, select status and click the [Save](#) button.

Current Status: **Draft**
Change Report status to:
☒ County Submitted

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7. This page will display the current status of the report along with the available status.

Note: County users can choose between two statuses for Expenditure Reports:

DRAFT (which ADP users can not view)

And

COUNTY SUBMITTED (changing the report to County Submitted will allow ADP access to your report. Once ADP receives your report)

8. Click the **Save** button to change the status of your report. Note: changing the status back to DRAFT will allow you to make changes to your Expenditure, Client Counts and Wait List Report.

Expenditure – Entity Information

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County Expenditure Report for Fiscal Period July 1 - December 31, 2001

Entity Information

Status: Draft Created: 06/18/2002 Last Revised:

To add/update County Expenditure Report Entity Information, enter Entity Type and Expenditures information and click the Submit button.

Delete Line	Entity Type	Expenditures		Total	% ADP Allocation
		Direct Services	Administrative Activities		
	Drug Treatment				
		0	0	0	0
		0	0	0	0
		0	0	0	0
		0	0	0	0
		0	0	0	0
	Drug Treatment SubTotal	0	0	0	0
	Other Service				
		0	0	0	0
		0	0	0	0
		0	0	0	0
		0	0	0	0
		0	0	0	0
	Other Service SubTotal	0	0	0	0
	Criminal Justice				
		0	0	0	0
		0	0	0	0
		0	0	0	0
		0	0	0	0
		0	0	0	0
	Criminal Justice SubTotal	0	0	0	0
	Entity Grand Total	0	0	0	0

Notes

To update the Entity Information page enter the following data:

See Appendix A for definition of terms

1. In the Entity Type column, **Drug Treatment** section, enter the name(s) of the entity/entities responsible for drug treatment.

For each Drug Treatment entity listed, enter the following:

In the **Direct Services** column, enter the amount of SACPA expenditures for providing direct Drug Treatment Services by entity. In the **Administrative Activities** column, enter the amount of SACPA expenditures for supporting Administrative (non-direct) Activities by entity.

2. In the **Other Service** section, enter the name(s) of other county entity/entities that received SACPA funds for services and activities. (Examples of Other Service entities include the County Office of Education, Social Services, Mental Health, Public Health, and the local Workforce Investment Board. Do not enter Criminal Justice entities such as courts or probation in this section. Enter them in the Criminal Justice fields, step 7.)

For each Other Service entity listed, enter the following:

In the **Direct Services** column, enter the amount of SACPA expenditures for Direct Services.
In the **Administrative Activities** column, enter the amount of SACPA expenditures for Administrative (non-direct) Activities.

3. In the **Criminal Justice** section, enter the name/type of entity/entities that received SACPA funds for services and activities. Examples of Criminal Justice entities include the Court and Probation Department.

For each Criminal Justice entity listed, enter the following:

In the **Direct Services** column, enter the amount of SACPA expenditures for Direct Services.
In the **Administrative Activities** column, enter the amount of SACPA expenditures for Administrative (non-direct) Activities.

4. Click the **Save** button. The County Expenditure Report Entity Information page redisplay with calculated Totals and Percentages of ADP Allocation.
5. If the information displayed is not correct, updates can be made to the Entity Type and Expenditures fields. Additional entities and Expenditures can be entered.
6. Click the **Save** button after additions and updates are made. The Expenditure Report Entity Information page is redisplayed with updated information. Continue to make adjustments as necessary.

Deleting a County Expenditure Report Entity Information Line Items

1. Click the **Expenditures** link on the Navigation Bar. The County Expenditure Reports List page is displayed.
2. Select the radio button next to the Expenditure Report that contains Entity Information that will be deleted.
3. Click **Update Entity**. Expenditure Report Entity Information page is displayed for the fiscal period and version requested.
4. Select the checkbox (s) next to the Expenditure Report Entity Type line item(s) that you want to delete. Note: Deleting an Entity Type will also delete the corresponding Expenditure information.

Delete Line	Entity Type	Expenditures		% ADP Allocation	
		Direct Services	Administrative Activities	Total	(9,031,629 + 3,931,385 = 12,963,014)
Drug Treatment					
<input type="checkbox"/>	Behavior Health	900,000	10,000	910,000	7.02
		0	0	0	0
		0	0	0	0
		0	0	0	0
		0	0	0	0
		0	0	0	0
		0	0	0	0
Drug Treatment SubTotal		900,000	10,000	910,000	7.02
Other Service					
<input checked="" type="checkbox"/>	County Office Education	100,000	10,000	110,000	0.85
<input type="checkbox"/>	County Mental Health	100,000	1,000	101,000	0.78
		0	0	0	0
		0	0	0	0
		0	0	0	0
		0	0	0	0
		0	0	0	0
		0	0	0	0
Other Service SubTotal		200,000	11,000	211,000	1.63

5. Click **Save**. The Expenditure Report Entity Information page is redisplayed with selected information deleted and the changes saved.

Delete Line	Entity Type	Expenditures			% ADP Allocation
		Direct Services	Administrative Activities	Total	(9,031,629 + 3,931,385 = 12,963,014)
Drug Treatment					
<input type="checkbox"/>	Behavior Health	900,000	10,000	910,000	7.02
		0	0	0	0
		0	0	0	0
		0	0	0	0
		0	0	0	0
		0	0	0	0
		0	0	0	0
Drug Treatment SubTotal		900,000	10,000	910,000	7.02
Other Service					
<input type="checkbox"/>	County Mental Health	100,000	1,000	101,000	0.78
		0	0	0	0
		0	0	0	0
		0	0	0	0
		0	0	0	0
		0	0	0	0
		0	0	0	0
Other Service SubTotal		100,000	1,000	101,000	0.78

Expenditure Service/Activity Information

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County Expenditure Report for Fiscal Period July 1 - December 31, 2001
Service/Activity Information

Status: Draft Created: 05/18/2002 Last Revised: 05/18/2002

To add/update County Expenditure Report Service/Activity Information, enter Expenditures information and click the Submit button.

		Expenditures	% ADP Allocation
			(0.031,629 - 3,931,385 - 12,963,014)
Services			
Drug Treatment			
Non-Residential / Outpatient			
Treatment/Recovery - No Meds	<input type="text" value="0"/>	0	0
Treatment/Recovery - Methadone, LAAM, or Other Meds Prescribed	<input type="text" value="0"/>	0	0
Day Program-Intensive	<input type="text" value="0"/>	0	0
Detoxification - No Meds	<input type="text" value="0"/>	0	0
Detoxification - Methadone, LAAM, or Other Meds Prescribed	<input type="text" value="0"/>	0	0
Non-Residential / Outpatient Subtotal	0	0	0
Detoxification (Hospital)	<input type="text" value="0"/>	0	0
Detoxification (Non-Hospital) - No Meds	<input type="text" value="0"/>	0	0
Detoxification (Non-Hospital) - Methadone, LAAM, or Other Meds Prescribed	<input type="text" value="0"/>	0	0
Treatment/Recovery - No Meds	<input type="text" value="0"/>	0	0
Treatment/Recovery - Methadone, LAAM, or Other Meds Prescribed	<input type="text" value="0"/>	0	0
Residential Subtotal	0	0	0
Drug Treatment Subtotal	0	0	0
Other Service			
Literacy Training	<input type="text" value="0"/>	0	0
Family Counseling	<input type="text" value="0"/>	0	0
Vocational Training	<input type="text" value="0"/>	0	0
Other Client Services	<input type="text" value="0"/>	0	0
If expenditures for Other Client Services, please provide details below			
<input type="text"/>			
Other Service Subtotal	0	0	0
Services Subtotal	0	0	0
Case Management Activities			
Referral/Assessment	<input type="text" value="0"/>	0	0
Placement	<input type="text" value="0"/>	0	0
Court Monitoring	<input type="text" value="0"/>	0	0
Supervision	<input type="text" value="0"/>	0	0
Miscellaneous Activities	<input type="text" value="0"/>	0	0
If expenditures for Miscellaneous Activities, please provide details below			
<input type="text"/>			
Case Management Activities Subtotal	0	0	0
Grand Total	0	0	0
Notes			
<input type="text"/>			
		Total Spent	% SATT (SB 223) Allocation (\$,231)
SATT (SB 223)			
Drug Testing for SACPA Clients	<input type="text" value="0"/>	0	0
Other Purposes	<input type="text" value="0"/>	0	0
SATT (SB 223) Totals	0	0	0

To update the Service/Activity Information page enter the following data:

See Appendix A for definition of terms

Enter expenditures for the following drug treatment types (see Appendix A for definition of terms):

1. Non-Residential/Outpatient
 - Treatment/recovery – no meds
 - Treatment/recovery – Methadone, LAAM, or other meds prescribed
 - Day Program – intensive
 - Detoxification – no meds
 - Detoxification – Methadone, LAAM, or other meds prescribed
2. Residential
 - Detoxification (hospital)
 - Detoxification (non-hospital) – no meds
 - Detoxification (non-hospital) – Methadone, LAAM, or other meds prescribed
 - Treatment/recovery – no meds
 - Treatment/recovery – Methadone, LAAM, or other meds prescribed
3. Other Service. Enter expenditures for the following services:
 - Literacy Training
 - Family Counseling
 - Vocational Training
 - Other Client Services
 - If the county has expenditures for Client Services (e.g. mental health, etc.), not listed above, list or describe these services
4. Case Management Activities. Enter expenditures for:
 - Referral/Assessment
 - Placement
 - Court Monitoring
 - Supervision
 - Miscellaneous
 - Specify Miscellaneous. If your County Plan listed Planned Expenditures for Miscellaneous Case Management Activities, provide a brief description of the activity(ies).
5. SATTA (SB 223). Enter total SATTA funds spent on:
 - Drug Testing for SACPA Clients
 - Other Purposes
6. Click the **Save** button. Redisplays County Expenditure Report Service/Activity Information page with calculated Totals and Percentages of ADP Allocation.
7. If the information displayed is not correct, update expenditure fields as necessary. Then, click **Save**. The Expenditure Report Service/Activity Information page is redisplayed with updated totals, calculated percentages of ADP Allocation and the updates are saved. Continue to make adjustments as necessary.

Case Management and Other Services Client Counts

LA HOME PAGE
[ADD Home Page](#)
[SACPA Home Page](#)
[Change Password](#)
[Global User Setup](#)
[County Information](#)
[Global Users](#)
[County Users](#)
[Financial Status](#)
[Other Services Client Counts](#)
[Other Services Waiting List Counts](#)
[Reservations](#)

Other Services Client Counts and Characteristics Report for Fiscal Period: July 1 - December 31, 2001
 Status: Draft Created: 01/03/2002 Last Revised:

To update the Other Services Client Counts and Characteristics Report, enter Count information and click the **Submit** button.

Client Characteristics					
	Literacy Training	Family Counseling	Vocational Training	Other Client Services	
Totals					
Total Clients	0	0	0	0	0
Gender					
Male	0	0	0	0	0
Female	0	0	0	0	0
Children Under 18					
Yes	0	0	0	0	0
No	0	0	0	0	0
Age at Admission					
18-20	0	0	0	0	0
21-25	0	0	0	0	0
26-30	0	0	0	0	0
31-35	0	0	0	0	0
36-40	0	0	0	0	0
41-45	0	0	0	0	0
46-50	0	0	0	0	0
51-55	0	0	0	0	0
56-60	0	0	0	0	0
61-65	0	0	0	0	0
Over 65	0	0	0	0	0
Race					
White	0	0	0	0	0
Black/African American	0	0	0	0	0
American Indian	0	0	0	0	0
Alaskan Native	0	0	0	0	0
Asian Indian	0	0	0	0	0
Caribbean	0	0	0	0	0
Chinese	0	0	0	0	0
Filipino	0	0	0	0	0
Guamanian	0	0	0	0	0
Hawaiian	0	0	0	0	0
Japanese	0	0	0	0	0
Korean	0	0	0	0	0
Laotian	0	0	0	0	0
Salvadoran	0	0	0	0	0
Vietnamese	0	0	0	0	0
Other Asian	0	0	0	0	0
Other Race	0	0	0	0	0
Ethnicity					
Not Hispanic	0	0	0	0	0
Mexican/Mexican American	0	0	0	0	0
Cuban	0	0	0	0	0
Puerto Rican	0	0	0	0	0
Other Hispanic/Latino	0	0	0	0	0
Referral Source					
SACPA Public Referrals	0	0	0	0	0
SACPA Court/Probation Referrals	0	0	0	0	0
Living Arrangement at Admission					
Homeless	0	0	0	0	0
Dependent Living	0	0	0	0	0

Homeless	0	0	0	0
Dependent Living	0	0	0	0
Independent Living	0	0	0	0
Pregnant at Admission	Liberty Training	Family Counseling	Vocational Training	Other Client Services
Yes	0	0	0	0
No	0	0	0	0
Notes				
<input type="text"/>				
Total Number of Clients				
Total Number of Tests Performed				
SACPA (SB 228)				
Drug Testing	4			5

1. Fill in the Total Clients that received each of the different Case Management or Other Services in the appropriate column.
2. Fill in the number of males and females that received each of the different Case Management or Other Services in the appropriate column. The total number of clients in each service column cannot exceed the Total Clients entered on the first line of that service column.
3. Fill in the number of clients who have Children Under 18 and do not have Children Under 18 that received each of the different Case Management or Other Services in the appropriate column. The total number of clients in each service column cannot exceed the Total Clients entered on the first line of that service column.
4. Fill in the number of clients that fall within the different age ranges at admission that received each of the different Case Management or Other Services in the appropriate column. The total number of clients in each service column cannot exceed the Total Clients entered on the first line of that service column.
5. Fill in the number of clients that fall within the different Race categories that received each of the different Case Management or Other Services in the appropriate column. The total number of clients in each service column cannot exceed the Total Clients entered on the first line of that service column.
6. Fill in the number of clients that fall within the different Ethnicity categories that received each of the different Case Management or Other Services in the appropriate column. The total number of clients in each service column cannot exceed the Total Clients entered on the first line of that service column.
7. Fill in the number of clients that fall within the different Referral Sources that received each of the different Case Management or Other Services in the appropriate column. The total number of clients in each service column cannot exceed the Total Clients entered on the first line of that service column.
8. Fill in the number of clients that fall within the different Living Arrangements that received each of the different Case Management or Other Services in the appropriate column. The total number of clients in each service column cannot exceed the Total Clients entered on the first line of that service column.
9. Fill in the number of clients that are pregnant and the number of clients that are not pregnant that received each of the different Case Management or Other Services in the appropriate column. The total number of clients in each service column cannot exceed the Total Clients entered on the first line of that service column. Also, the total number of clients in each service column cannot exceed the number of Female clients for that service column.

10. Fill in the total number of client receiving drug testing utilizing SATTA funds. If a number is entered in the client count field for drug testing the total number of drug tests performed must be equal to or greater than the total number of clients
11. Fill in the total number of drug tests performed utilizing SATTA funds. The number of drug tests performed must be greater than or equal to the total number of clients receiving drug testing.
12. Click the **Save** button. The page redisplay and the counts entered are saved.
13. If the information displayed is not correct, updates can be made to the counts.
14. Click **Save** after additions and updates are made. The page is redisplayed with updated information and changes are saved.
15. Continue to make adjustments as necessary.

Other Services Waiting List Counts Information

Other Services Waiting List Report for Fiscal Period: July 1 - December 31, 2001
 Status: Draft Created: 01/09/2002 Last Revised:

To add/update the Other Services Waiting List Report, enter Count information and click the **Submit** button.

Other Services	Literacy Training	Family Counseling	Vocational Training	Other Client Services
Waiting List Counts				
Number of SACPA clients served who spent zero (0) days on a waiting list.	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Number of SACPA applicants on the waiting list at any time during the rpt. period.	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Number of SACPA applicants on the waiting list on the last day of the rpt. period.	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Number of SACPA applicants served from the waiting list during the rpt. period.	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Days that SACPA applicants served spent on waiting list				
1-6 days	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
7-13 days	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
14-20 days	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
21-30 days	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
31-60 days	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Over 60 days	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Of total SACPA applicants, how many were:				
SACPA Parole Referrals	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
SACPA Court/Probation Referrals	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Notes				
<input type="text"/>				

Submit Reset Cancel

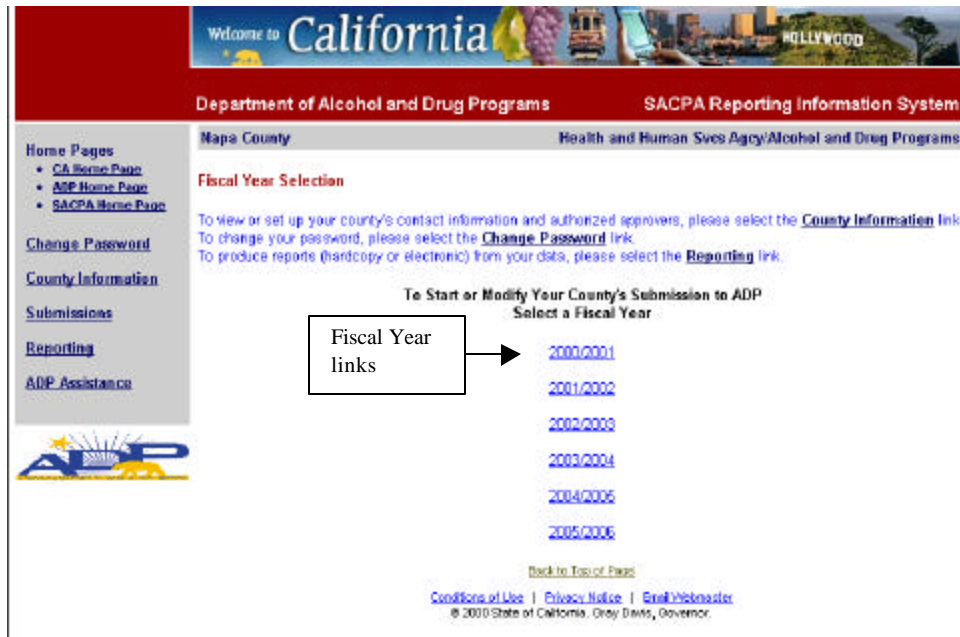
1. For each of the Other Services columns, fill in the number of clients that fit the criteria listed under “Waiting List Counts.”
2. For each of the Other Services columns, fill in the number of clients that fit the criteria listed under “Days that SACPA applicants served spent on waiting list.”
3. For each of the Other Services columns, fill in the number of clients that fit the criteria listed under “Of total SACPA applicants, how many were.”
4. Click the **Save** button. The Other Services Waiting List Counts Report page redisplay and the counts entered are saved.

5. If the information displayed is not correct, updates can be made to the counts
6. Click **Save** after additions and updates are made. The Other Services Waiting List Report page is redisplayed and saved with updated information.
7. Continue to make adjustments as necessary. When you are satisfied with the data entered, click **Save**. The screen will be redisplayed and changes will be saved.

Deleting an Expenditure, Client Count and Wait List Report

An Expenditure, Client Count and Wait List Report with a status of DRAFT can be deleted. Reports with a status of COUNTY SUBMITTED and ADP RECEIVED cannot be deleted.

1. Click the Submissions link on the left-hand navigation bar. The page below will be displayed.



2. Select the link of the fiscal year of the plan you would like to create. Your choices are 2000/2001, 2001/2002, 2002/2003, 2003/2004, 2004/2005, 2005/2006. Once you select the year, a page displaying the submission type due in that year will be displayed. An example of the 2002/2003 fiscal year submission type page is displayed below.



3. Select the Expenditure, Client Counts and Wait List link for the appropriate fiscal period. An example of the page is displayed below.



4. Next select the Delete an Existing Expenditure, Client Counts and Wait List Report link. The following plan list page will be displayed.



5. Select the **Delete** button next to the Expenditure, Client Counts and Wait List Report you wish to delete. The message “Are you sure you want to delete the Plan?” is displayed.
6. Click **Ok**. The selected Expenditure, Client Counts and Wait List Report which includes Expenditure Entity, Expenditure Service/Activity, Case Management Client Counts, Other Services Client Counts and Wait List is deleted.

G. Financial Status Report

Creating a New Financial Status Reports

There are two ways to create a Financial Status Report for a specified fiscal year:

1. By using a blank template

-OR-

2. By making a copy of an existing Financial Status Report for another fiscal year and making updates to it.

Using a Blank Template

Follow the steps below to create a Financial Status Report using a blank template.

1. Click the Submissions link. The Fiscal Year Selection page will be displayed.



2. Select the fiscal period for which you wish to create a Financial Status Report. The Activity page will be displayed allowing you to choose the submission type.



3. Select the Financial Status Report link. The following options will be displayed if no Financial Status Report exists for this fiscal period.



4. Select the ADD a Financial Status Report link. You will be given two options:



5. Select the Create a new Financial Status Report using a Blank Form link.



6. From this page you may update the Financial Status Report Form, the status of the form and add approvals for the report.
7. To update the Financial Status Report form, select the Financial Status Report link.

Welcome to **California**

Department of Alcohol and Drug Programs SACPA Reporting Information System

Napa County Health and Human Svcs Agency/Alcohol and Drug Programs

Financial Status Report for Fiscal Year 2002/2003
 Status: Draft Created: 12/30/2002 Last Revised:
 Level 1 Approver: N/A Level 2 Approver: N/A

To update the Financial Status Report, enter Accrual Amount information and click the [Save](#) button.

Lead Agency Information	County Employer ID Number
Health and Human Svcs Agency/Alcohol and Drug Programs 2261 Elm Street Napa, CA 94558-3721	946000525

Transactions	Accrual Amount
Total SATTFF Funds Allocated	300,000
Approved Excess Funds Carried Over from Prior Fiscal Year	<input type="text" value="0"/>
Total SATTFF Funds Available During Funding Period 300,000	
Expenditures for Drug Treatment Services	<input type="text" value="0"/>

Please save your updates often!
 The web system will automatically log you out after 10 minutes of inactivity and you will lose any unsaved changes.

Certified By: _____ Approved By: _____
 Level 1: _____
 Level 2: _____

[Save](#) [Reset](#) [Cancel](#)

[Prior Page](#)

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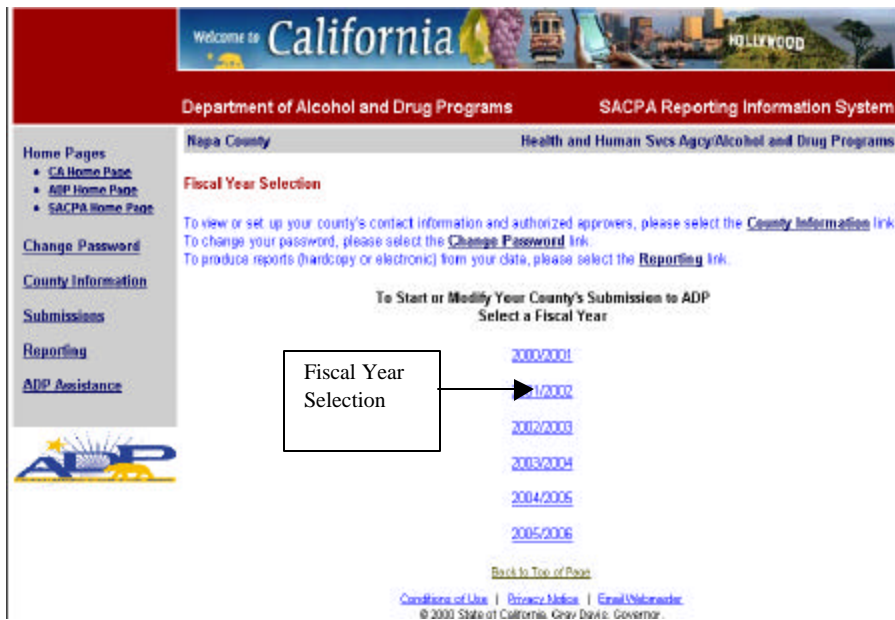
8. On this page you have a series of data entry fields. Complete these fields and select the **Save** button. This will save your changes. Once you are done updating each page, select the **Prior Page** link at the bottom of the page to return to the list of options. This will allow you to select Update Status or to Approve the Report. You may update this page as often as you like.

Using an Existing Financial Status Report

You may choose to create a new Financial Status Report using data from an existing report from another fiscal year.

Follow the steps below to create a Financial Status Report using an existing Financial Status Report as a template.

1. Click the [Submissions](#) link. The Fiscal Year Selection page will be displayed.



2. Select the fiscal period for which you wish to create a Financial Status Report. The Activity page will be displayed allowing you to choose the submission type.



3. Select the [Financial Status Report](#) link. The following options will be displayed if no Financial Status Report exists for this fiscal period.



4. Select the ADD a Financial Status Report link. You will be given two options:



5. Select the Create a new Financial Status Report using an Existing Financial Status Report link.

Welcome to **California**

Department of Alcohol and Drug Programs SACPA Reporting Information System

Napa County Health and Human Svcs Agcy/Alcohol and Drug Programs

Add a Financial Status Report for Fiscal Year 2002/2003

To add a Financial Status Report for Fiscal Year using data from an existing report, select the link of the Financial Status Report you wish to copy.

[January 1 - March 31, 2001 \(Post Audit\)](#)
[January 1 - March 31, 2001 \(Final\)](#)
[January 1 - June 30, 2001 \(Final\)](#)
[2001/2002 \(Draft\)](#)
[2003/2004 \(Draft\)](#)
[2004/2005 \(Draft\)](#)

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6. Select the link of the Financial Status Report you wish to copy. Once you select the appropriate link you will have the following options.

Welcome to **California**

Department of Alcohol and Drug Programs SACPA Reporting Information System

Napa County Health and Human Svcs Agcy/Alcohol and Drug Programs

Financial Status Report for Fiscal Year 2002/2003
 Status: Draft Created: 12/30/2002 Last Revised:
 Level 1 Approver: N/A Level 2 Approver: N/A

To update or view report data, select the Financial Status Report link below.

[Financial Status Report](#)

To update the status of the report, select [Update Status](#)

To set Level 1 or Level 2 Approval for the report, select [Approve Financial Status Report](#)
 (The Financial Status Report must have both a Level 1 and Level 2 approval to be considered complete by ADP.)

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9. From this page you may update the Financial Status Report Form, the status of the form and add approvals for the report.
10. To update the Financial Status Report form, select the [Financial Status Report](#) link.

Welcome to **California**

Department of Alcohol and Drug Programs SACPA Reporting Information System

Napa County Health and Human Svcs Agcy/Alcohol and Drug Programs

Financial Status Report for Fiscal Year 2002/2003
 Status: Draft Created: 12/30/2002 Last Revised:
 Level 1 Approver: N/A Level 2 Approver: N/A

To update the Financial Status Report, enter Accrual Amount information and click the [Save](#) button.

Lead Agency Information	County Employer ID Number
Health and Human Svcs Agcy/Alcohol and Drug Programs 2261 Elm Street Napa, CA 94558-3721	946000525

Transactions	Accrual Amount
Total SATTFF Funds Allocated	300,000
Approved Excess Funds Carried Over from Prior Fiscal Year	<input type="text" value="0"/>
Total SATTFF Funds Available During Funding Period 300,000	
Expenditures for Drug Treatment Services	<input type="text" value="0"/>

Please save your updates often!
 The web system will automatically log you out after 10 minutes of inactivity and you will lose any unsaved changes.

Certified By: _____ Approved By: _____
 Level 1: _____
 Level 2: _____

[Save](#) [Reset](#) [Cancel](#)

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11. On this page you have a series of data entry fields. Complete these fields and select the **Save** button. This will save your changes. Once you are done updating each page, select the **Prior Page** link at the bottom of the page to return to the list of options. This will allow you to select Update Status or to Approve the Report. You may update this page as often as you like.

Updating or Viewing an Existing Financial Status Report Information

Follow the steps below to View or Update a Financial Status

1. Click the Submissions link. The Fiscal Year Selection page will be displayed.



2. Select the fiscal period for which you wish to update a Financial Status Report. The Activity page will be displayed allowing you to choose the submission type.



3. Select the Financial Status Report link. The following options will be displayed if a Financial Status Report exists for this fiscal period.



- Select the [UPDATE or View a Financial Status Report](#) link. A report list will be displayed allowing you to view the existing Financial Status Reports for the fiscal period.



- Select the status link of the report you wish to update. Once you select the appropriate link you will have the following options.

Welcome to **California** **HOLLYWOOD**

Department of Alcohol and Drug Programs SACPA Reporting Information System

Napa County Health and Human Svcs Agcy/Alcohol and Drug Programs

Financial Status Report for Fiscal Year 2002/2003
 Status: Draft Created: 12/30/2002 Last Revised:
 Level 1 Approver: N/A Level 2 Approver: N/A

To update or view report data, select the [Financial Status Report](#) link below.

To update the status of the report, select [Update Status](#)

To set Level 1 or Level 2 Approval for the report, select [Approve Financial Status Report](#)
 (The Financial Status Report must have both a Level 1 and Level 2 approval to be considered complete by ADP.)

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6. From this page you may update the Financial Status Report Form, the status of the form and add approvals for the report.

7. To update the Financial Status Report form, select the [Financial Status Report](#) link.

Welcome to **California** **HOLLYWOOD**

Department of Alcohol and Drug Programs SACPA Reporting Information System

Napa County Health and Human Svcs Agcy/Alcohol and Drug Programs

Financial Status Report for Fiscal Year 2002/2003
 Status: Draft Created: 12/30/2002 Last Revised:
 Level 1 Approver: N/A Level 2 Approver: N/A

To update the Financial Status Report, enter Accrual Amount information and click the [Save](#) button.

Lead Agency Information	County Employer ID Number
Health and Human Svcs Agcy/Alcohol and Drug Programs 2261 Elm Street Napa, CA 94558-3721	946000525

Transactions	Accrual Amount
Total SATTF Funds Allocated	300,000
Approved Excess Funds Carried Over from Prior Fiscal Year	<input type="text" value="0"/>
<input type="text"/>	
Total SATTF Funds Available During Funding Period	300,000
Expenditures for Drug Treatment Services	<input type="text" value="0"/>
<input type="text"/>	

Please save your updates often!
 The web system will automatically log you out after 10 minutes of inactivity and you will lose any unsaved changes.

Data Entry Fields

8. On this page you have a series of data entry fields. Complete these fields and select the **Save** button. This will save your changes. Once you are done updating each page, select the Prior Page link at the bottom of the page to return to the list of options. This will allow you to select Update Status or to Approve the Report. You may update this page as often as you like.

Financial Status Report Status

Each Financial Status Report that is created will be assigned a **Status**. You will change the status of a given Financial Status Report as you progress through the development and approval processes. There are five status levels:

- **DRAFT:** The system automatically assigns this status to a report when it is first created.
- **FINAL:** County users will mark a report with FINAL status when the plan is ready for approval by the appropriate county contacts with Level 1 and/or Level 2 rights. Plans in FINAL status are restricted from modifications with the exception of status changes.
- **POST AUDIT:** ADP will assign this status to a report that has been reviewed and approved. Changing a report to POST AUDIT will automatically create a copy of the report with a status of FINAL. Both the Level 1 approval and Level 2 approval must be present, to move a report from a status of FINAL to POST AUDIT.
- **UNDER APPEAL:** ADP will assign this status to a report to mark a plan that is under appeal.
- **NO APPEAL:** ADP will assign this status to a report to mark a plan that has no appeal.

NOTES: Approval Rules:

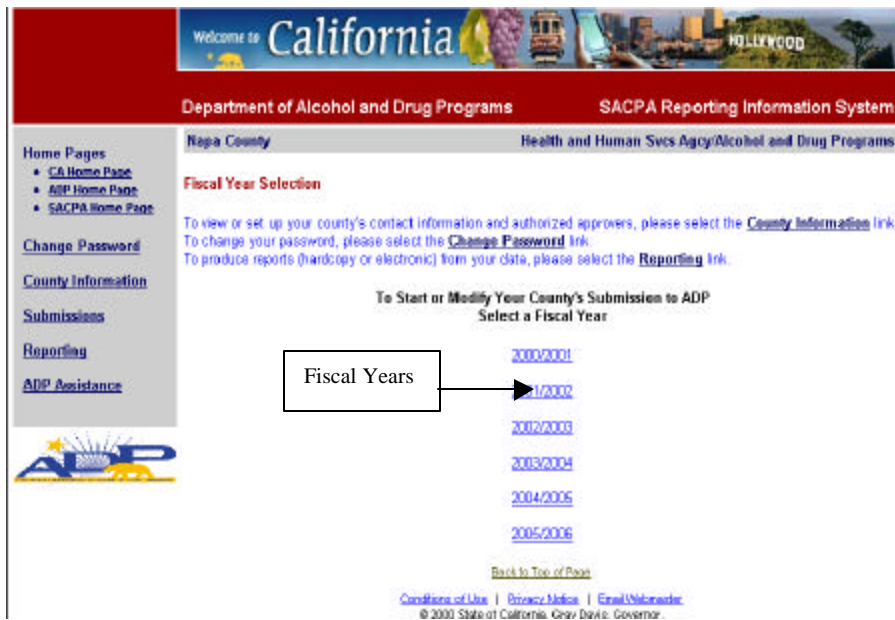
Level 1 and Level 2 approvals must be present for the status of a report to be changed from FINAL to POST AUDIT.

If the status of a report is changed from FINAL to DRAFT the approvals are deleted.

Although a single user maybe assigned Level 1 and Level 2 approval rights, Level 1 and Level 2 approvals for a given Financial Status Report cannot be designated by the same user.

Updating Financial Status Reports

1. Click the [Submissions](#) link. The Fiscal Year Selection page will be displayed.



2. Select the fiscal period for which you wish to update a Financial Status Report. The Activity page will be displayed allowing you to choose the submission type.



3. Select the [Financial Status Report](#) link. The following options will be displayed if a Financial Status Report exists for this fiscal period.



- Select the [UPDATE or View a Financial Status Report](#) link. A report list will be displayed allowing you to view the existing Financial Status Reports for the fiscal period.



- Select the status link of the report you wish to update. Once you select the appropriate link you will have the following options.

Welcome to **California**

Department of Alcohol and Drug Programs SACPA Reporting Information System

Napa County Health and Human Svcs Agcy/Alcohol and Drug Programs

Financial Status Report for Fiscal Year 2002/2003
 Status: Draft Created: 12/30/2002 Last Revised: 12/30/2002
 Level 1 Approver: N/A Level 2 Approver: N/A

To update or view report data, select the Financial Status Report link below.

[Financial Status Report](#)

To update the status of the report, select [Update Status](#)

To set Level 1 or Level 2 Approval for the report, select [Approve Financial Status Report](#)
 (The Financial Status Report must have both a Level 1 and Level 2 approval to be considered complete by ADP.)

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7. From this page you may update the Financial Status Report Form, the status of the form and add approvals for the report.
8. To update the status of the form, select the [Update Status](#) link. The Financial Status Report Status page is displayed. Key information regarding the selected Financial Status Report is displayed. Current Status of the report also will be displayed.

Welcome to **California**

Department of Alcohol and Drug Programs SACPA Reporting Information System

Napa County Health and Human Svcs Agcy/Alcohol and Drug Programs

Financial Status Report for Fiscal Year 2002/2003
 Status: Draft Created: 12/30/2002 Last Revised: 12/30/2002
 Level 1 Approver: N/A Level 2 Approver: N/A

To update the status of the Financial Status Report, select status and click the [Save](#) button.

Current Status: **Draft**

Change Plan status to:

☒ Draft ☐ Final

[Save](#) [Cancel](#)

[Print Page](#)

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9. Review the status change listed and click the [Save](#) button. This will change the status of your form.

Adding Financial Status Report Approvals

Counties must attain two approvals on the Financial Status Report before ADP audits their Financial Status Report. Approvals can only be added to a plan with a status of Final. Approval can be added in any order.

1. Click the [Submissions](#) link. The Fiscal Year Selection page will be displayed.



2. Select the fiscal period for which you wish to update a Financial Status Report. The Activity page will be displayed allowing you to choose the submission type.



3. Select the Financial Status Report link. The following options will be displayed if a Financial Status Report exists for this fiscal period.



4. Select the UPDATE or View a Financial Status Report link. A report list will be displayed allowing you to view the existing Financial Status Reports for the fiscal period.



5. Select the status link of the report you wish to update. Once you select the appropriate link you will have the following options.

6. From this page you may update the Financial Status Report Form, the status of the form and add approvals for the report.
7. To approve the form, select the [Approve Financial Status Report](#) link. The Financial Status Report Status page is displayed with two approver buttons at the bottom of the page.

8. If you are a Level 1 Approver, select the radio button of the Financial Status Report to approve and click **the Set Level 1 Approval** button.

-OR-

If you are a Level 2 Approver, select the radio button of the Financial Status Report to approve and click **the Set**

The page will refresh and the Level 1 Approval field will be populated with the User ID of the approver.

Financial Status Report Information

Financial Status Report for Fiscal Period 2002/2003
 Status: Draft Created: 05/06/2002 Last Revised: 06/29/2002

To add/update the Financial Status Report, enter Accrual Amount information and click the Submit button.

Local Agency Information	County Employer ID Number
Health Care Services Agency/Behavioral Health Care Services 2000 Embarcadero Drive, Ste 400 Oakland, CA 94606-5300	94000001

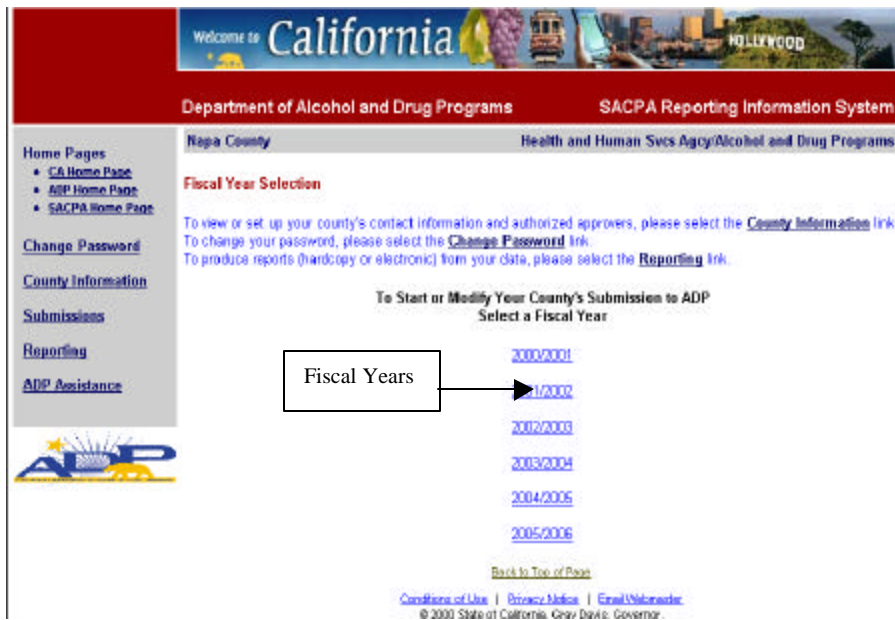
Transactions	Accrual Amount
Total SATIF Funds Allocated	0
Approved Excess Funds Carried Over from Prior Fiscal Year	0
Total SATIF Funds Available During Funding Period 0	
Expenditures for Drug Treatment Services	0
Expenditures for Adult Detoxification Services (i.e. Family Counseling, Vocational Training, and Literacy Training)	0
Expenditures for Other Services (Court, Probation, Misd.) (i.e. Probation, Court Monitoring, and Miscellaneous Services)	0
Total Expenditures 0	
Other Income (Interest, Sale of Equipment, etc.)	0
Client Fees Assessed by Trial Judges and Received by the County	0
Client Fees Assessed by Trial Judges and Collected by Treatment Programs	0
Client Fees Assessed and Collected by Drug Treatment Programs for the Costs of Treatment. (Note: These funds are not included in the Total Program Income)	0
Funds Received from Providers for Audit Exceptions	0
Funds Received from County/Local Agencies	0
Total Program Income 0	
Net Expenditures 0	
Funds Available at End of Period 0	
Comments/Remarks	
<div> <div>Confirmed By</div> <div>Approved By: Level 1 Level 2</div> </div>	

1. Enter/Update the **Approved Excess Funds Carried over From Prior Fiscal Year**. This field should include the total prior year excess funds carried over for use in this fiscal year.

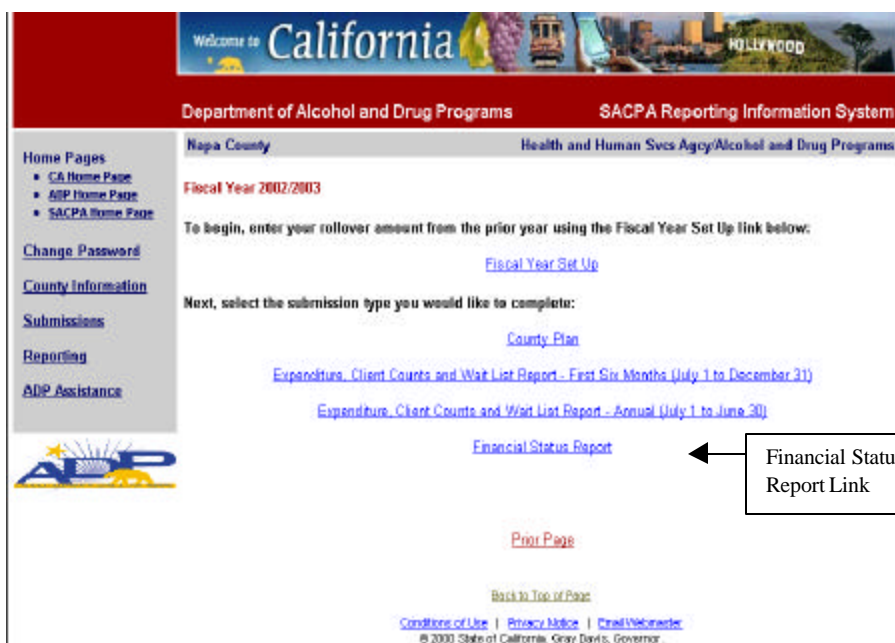
2. Enter the total **Expenditures for Drug Treatment Services** (net of client fees for treatment services, whether assessed by trial judge or the treatment program).
3. Enter the total **Expenditures for Additional Services (i.e. Family Counseling, Vocational Training, and Literacy Training)** supplemental to treatment pursuant to the Act.
4. Enter the total **Expenditures for Other Services** pursuant to the Act, i.e. probation, court monitoring, and miscellaneous services.
5. Enter **Other Income (Interest, Sale of Equipment, etc.)**
6. Enter the **Client Fees Assessed by Trial Judges and Received by the County** as described in 9 CCR 9532(a).
7. Enter the **Client Fees Assessed by Trial Judges and Collected by Treatment Programs**. Do not enter client fees offset by treatment programs against treatment costs (excluding drug testing) prior to reimbursement, in accordance with 9 CCR 9532 (b) and H&S Code 11991.5.
8. Enter the **Funds Received from Client Fees Assessed and Collected by Treatment Programs for the Cost of Treatment**. Note: these funds are not totaled in the Total Program Income.
9. Enter the **Funds Received from Providers for Audit Exceptions** or audit findings identified by the state, which necessitated the recovery. This does not include amounts recovered through offset of payment to service providers.
10. Enter the **Funds Received from County/Local Agencies** for the purpose of the Act.
11. Enter any **Comments/Remarks** necessary.
12. Click the **Save** button. The Financial Status Report page is redisplayed with calculated Totals.
13. Continue to enter/update information as necessary. When you are satisfied with the data entered, click the **Save** button.

Deleting Financial Status Report Information

1. Click the [Submissions](#) link. The Fiscal Year Selection page will be displayed.



5. Select the fiscal period for which you wish to update a Financial Status Report. The Activity page will be displayed allowing you to choose the submission type.



2. Select the [Financial Status Report](#) link. The following options will be displayed if a Financial Status Report exists for this fiscal period.



3. Select the [DELETE an Existing Financial Status Report](#) link. A report list will be displayed allowing you to Delete the existing Financial Status Reports for the fiscal period.



4. Select the **Delete** button next to the Financial Status Report you wish to delete. The message “Are you sure you want to delete this Financial Status Report?” is displayed. *Hint: Only reports in the status of Draft can be deleted.*
5. Click **OK**. The requested Financial Status Report is deleted.

H. Reporting

The SACPA Reporting Information System includes reports for county use.

- Entity Plan
- Service Plan
- Capacity Plan
- Client Projection Plan
- Compare Revision - Entity Plan
- Compare Revision - Services
- Compare Revision - Capacity Plan
- Compare Revision - Client Projection Plan
- Financial Status Report
- Financial Status Report – Compare
- Expenditure Information - Entity
- Expenditure Information – Services
- Other Services Client Counts
- Other Services Waiting List
- Compare Expenditure to Plan – Entity
- Compare Expenditure to Plan – Services
- Compare Other Services Client Counts to Plan
- Expenditure County Rollups – Entity
- Expenditure County Rollups – Services
- Others Services County Roll Ups – Client Counts
- Other Services County Roll Ups – Waiting List
- SATTA Plan Information Report
- SATTA Expenditure and Count Information Report
- SATTA Plan vs. Actuals Comparison

To generate a report using the SACPA Reporting Information System, follow the steps below.

1. Click the **Reporting** link on the Navigation bar.



The following report window will be displayed.

Report Request

To request a report, select a Report Type and click the Submit button.

Report Type:

- Entity Plan
- Service Plan
- Capacity Plan
- Client Projection Plan
- Expenditure Information - Entity
- Expenditure Information - Services
- Other Services - Client Counts
- Other Services - Waiting List
- Financial Status Report

Submit Reset

- From the Report Type list, select the report desired.
- Click **Submit**. The **Report Selection Criteria** page is displayed.

Report Selection Criteria

To complete your report request, select the Fiscal Year/Version and click the Submit button.

Report: Entity Plan

Selection Criteria:

Plan

- 2004/2005 Version 1 (Status: Final)
- 2002/2003 Version 1 (Status: Draft)
- 2001/2002 Revised 01/15/2002 (Status: Draft)

Submit Reset Cancel

- Select a Fiscal Year or Fiscal Year Plan from the **Select a Fiscal Year** or **Select a Fiscal Year/Version** scroll list.

Appendix A: Terms and Definitions

The following terms and definitions correspond to the services listed on the County Plan Service/Activity page.

TERM	Definition
Direct Services	<p>Those functions that are associated with the provision of specific services for, or case management of, SACPA clients. Planned costs for Direct services include direct costs, and indirect costs (excluding administrative activities below).</p> <p>A <u>direct cost</u> includes any costs that can be identified directly to a service.</p> <p>An <u>indirect cost</u> includes any operating expenses; equipment costs and line organizational unit indirect costs which cannot practically be charged directly to a service.</p>
Administrative Activities	<p>Typically administrative activities are those that occur for a common or joint purpose. Administrative activities include general administration, planning and policy development, budgeting, accounting, personnel, business services, management analysis, training and legal. The costs of these activities are distributed to specific client service and case management activity functions based upon an equitable allocation plan.</p>
<p>For additional information on Direct, Indirect and administrative costs refer to the following:</p> <ul style="list-style-type: none">• Office of Management and Budget (OMB) Circular A-87 http://www.whitehouse.gov/omb/circulars/index.html• The State Administrative Manual (SAM) section 9220.3 http://sam.dgs.ca.gov/	
Drug Treatment Services	<p>The services described in Section 1210(b) of the Penal Code provided by drug treatment programs.</p>
Non-Residential/Outpatient	<p>For these services, participants reside outside of the program facilities.</p>
Treatment/recovery – no meds	<p>A service which is designed to promote and maintain recovery from alcohol or drug problems. In addition to individual and group sessions, services may also include: educational sessions, recovery planning, counseling or psychotherapy, health screening, medical services, social and recreational activities and information about and referral to appropriate community services.</p>

TERM	Definition
Treatment/recovery – Methadone, LAAM, or other meds prescribed	Outpatient programs and methadone maintenance programs are included in this service category.
Day Program – Intensive	<p>This category includes:</p> <p>(a) Services provided to drug abuse clients under Medi-Cal “Day Care Habilitative” category</p> <p>(b) Other day programs in which services are provided throughout the day and participation is according to a minimum attendance schedule (at least ten hours per week). Participants return to their homes at night. Participants may also have regularly assigned and supervised work functions; and</p> <p>(c) Intensive outpatient programs in which participants receive services at least two or more hours per day, three or more days per week.</p>
Detoxification – no meds	A service designed to support and assist participants undergoing a period of planned withdrawal from alcohol or drug dependence, and to explore plans for continued service.
Detoxification – Methadone, LAAM, or other meds prescribed	A service designed to support and assist participants undergoing a period of planned withdrawal from alcohol or drug dependence, and to explore plans for continued service, which includes prescribed medications.
Residential	In all types of residential services, participants reside in the program facility on a 24-hour per day basis, receiving food and shelter as part of the treatment/recovery service.
Detoxification (hospital)	Services provided in a licensed hospital, in which participants are hospitalized primarily for medical support during a period of planned withdrawal from alcohol or drug dependence.
Detoxification (hospital) – no meds	Services provided in a licensed residential facility that are designed to support and assist the participant during a period of planned withdrawal from alcohol or drug dependence. Medication is not

<i>TERM</i>	Definition
	administered.
Detoxification (non-hospital) – Methadone, LAAM, or other meds prescribed	Services provided in a licensed residential facility that are designed to support and assist the participant during a period of planned withdrawal from alcohol or drug dependence. Medication is administered.
Treatment/recovery – no meds	A service which is designed to promote and maintain recovery from alcohol or drug problems. In addition to individual and group sessions, services may also include: educational sessions, recovery planning, counseling or psychotherapy, health screening, medical services, social and recreational activities and information about and referral to appropriate community services.
Treatment/recovery – Methadone, LAAM, or other meds prescribed	Outpatient programs and methadone maintenance programs are included in this service category.
Other Service	
Literacy Training	Literacy training means instruction and information presented in an individual or group setting to increase literacy skills reading and reading comprehension as described in Section 9505 (12), Title 9, CCR.
Family Counseling	Family counseling means counseling with individuals, couples, or groups which examines interpersonal and family relationships, and is provided by an individual licensed in accordance with section 4980 through 4981 of the Business and Professions Code, as described in Section 9505 (10), Title 9, CCR.
Vocational Training	Vocational training means instruction presented in a group setting to increase opportunities for gainful employment as described in Section 9505 (17), Title 9, CCR.
Other Client Services	Services other than those above that the county plans to fund in order to serve SACPA clients.

TERM

Definition

Case Management Activities

Referral

The point in the SACPA process at which the probationer or parolee is sent from the criminal justice system (court, probation department, or parole authority) to the entity that evaluates the defendant in terms of what services will be needed to achieve and maintain sobriety, and successfully complete the SACPA program

Assessment

An in-depth collection of detailed information concerning the client's substance abuse and treatment history, current condition, emotional and physical health, family status, social roles, victimization, education, criminal history, and other key areas. Treatment assessment is conducted by use of protocols that have proven reliability and validity, and should not be confused with classification of an offender's security risk

Placement

Includes activities related to identifying the appropriate drug treatment provider and providers of other needed services, and routing the client to those services.

Court Monitoring

Includes activities related to monitoring the status and progress of a SACPA client, including progress reports and case conferences.

Supervision

Includes activities related to ensuring a SACPA client's participation in and compliance with the drug treatment and other services to which they were referred.

Appendix B: Sample Reports

SACPA Entity Report

Report: SACPA_200		California Department of Alcohol & Drug Programs SACPA Entity Report County of: San Diego Fiscal Year: 2001/2002 Version 2 Status: ADP Approved Created: 06/13/2001 Last Revised: 07/20/2001			Report Date: 06/19/2002 Time: 13:38:09
<u>Entity Type</u>	<u>Direct Services</u>	<u>Admin Activities</u>	<u>Total Planned Expenditures</u>	<u>% of ADP Allocation (\$9,031,629 + \$3,931,385) \$12,963,014</u>	<u>% of Total Planned Expenditures \$9,028,063</u>
Drug Treatment	\$6,509,250	\$591,681	\$7,100,931	54.8%	78.7%
Alcohol and Drug Services	6,509,250	591,681	7,100,931	54.8%	78.7%
Criminal Justice	\$1,743,368	\$183,764	\$1,927,132	14.9%	21.3%
Probation Department	1,743,368	183,764	1,927,132	14.9%	21.3%
Grand Total:	\$8,252,618	\$775,445	\$9,028,063	69.6%	

SACPA Service Activity Report

Report: SACPA_300	California Department of Alcohol & Drug Programs SACPA Plan Service/Activity Report County of: San Diego Fiscal Year: 2001/2002 Version 2 Status: ADP Approved Created: 06/13/2001 Last Revised: 07/20/2001		Report Date: 06/19/2002 Time: 13:41:11
	Total Planned Expenditures	% of ADP Allocation \$9,031,629 + \$3,891,385 \$12,923,014	% of Total Planned Expenditures \$9,031,629
Service Type			
Services	\$7,100,391	54.9%	78.7%
Drug Treatment			
Non-Residential / Outpatient			
Treatment/Recovery - No Meds	1,559,540	14.1%	30.2%
Treatment/Recovery - Medication, LAM, or Other Meds Prescribed	0	0.0%	0.0%
Day Program-Intensive	1,366,320	10.7%	15.4%
Detoxification - No Meds	0	0.0%	0.0%
Detoxification - Medication, LAM, or Other Meds Prescribed	0	0.0%	0.0%
Residential			
Detoxification (Hospital)	0	0.0%	0.0%
Detoxification (Non-Hospital) - No Meds	1,881,500	12.8%	18.4%
Detoxification (Non-Hospital) - Medication, LAM, or Other Meds Prescribed	0	0.0%	0.0%

Page 1 of 3

<http://sacpa.adp.state.ca.us>

Report: SACPA_300	California Department of Alcohol & Drug Programs SACPA Plan Service/Activity Report County of: San Diego Fiscal Year: 2001/2002 Version 2 Status: ADP Approved Created: 06/13/2001 Last Revised: 07/20/2001		Report Date: 06/19/2002 Time: 13:41:11
	Total Planned Expenditures	% of ADP Allocation \$9,031,629 + \$3,891,385 \$12,923,014	% of Total Planned Expenditures \$9,031,629
Service Type			
Treatment/Recovery - No Meds	2,230,564	17.3%	24.7%
Treatment/Recovery - Medication, LAM, or Other Meds Prescribed	0	0.0%	0.0%
Other Service			
Uterine Training	0	0.0%	0.0%
Family Counseling	0	0.0%	0.0%
Vocational Training	0	0.0%	0.0%
Other Client Services	0	0.0%	0.0%
Case Management Activities	\$1,927,122	10.8%	21.3%
Referral/Assessment	680,770	5.6%	7.7%
Placement	77,884	0.6%	0.9%
Court Monitoring	536,234	4.1%	5.9%
Supervision	536,234	4.1%	5.9%

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<http://sacpa.adp.state.ca.us>

Report: SACPA_300	California Department of Alcohol & Drug Programs SACPA Plan Service/Activity Report County of: San Diego Fiscal Year: 2001/2002 Version 2 Status: ADP Approved Created: 06/13/2001 Last Revised: 07/20/2001			Report Date: 06/18/2002 Time: 13:41:11
	Total Planned Expenditures	% of ADP Allocation (\$9,031,629 + \$3,931,385) \$12,963,014	% of Total Planned Expenditures \$9,028,063	
Service Type				
Miscellaneous Activities	78,242	0.6%	0.9%	
Services and supplies costs				
Grand Total:	\$9,028,063	69.6%		

SACPA Capacity Plan Report

Report: SACPA_A03	California Department of Alcohol & Drug Programs SACPA Capacity Projections Report County of: San Diego Fiscal Year: 2001/2002 Version 2 Status: ADP Approved Created: 06/13/2001 Last Revised: 07/20/2001			Report Date: 08/19/2002 Time: 1:43:19PM
Service	Existing	Planned Additional	Total Planned	
Drug Treatment				
<u>Non-Residential / Outpatient</u>				
Treatment/Recovery - No Meds	2,800	1,000	3,800	
Treatment/Recovery - Methadone, LAAM, or Other Meds Prescribed	0	0	0	
Day Program-Intensive	1,800	800	2,600	
Detoxification - No Meds	0	0	0	
Detoxification - Methadone, LAAM, or Other Meds Prescribed	0	0	0	
<u>Residential</u>				
Detoxification (Hospital)	0	0	0	
Detoxification (Non-Hospital) - No Meds	120	40	160	
Detoxification (Non-Hospital) - Methadone, LAAM, or Other Meds Prescribed	0	0	0	
Treatment/Recovery - No Meds	700	200	900	
Treatment/Recovery - Methadone, LAAM, or Other Meds Prescribed	0	0	0	
Subtotal: Drug Treatment	4,867	2,200	7,067	
Page 1 of 2				
http://sacpa.adp.sanp.org				

Report: SACPA_A03	California Department of Alcohol & Drug Programs SACPA Capacity Projections Report County of: San Diego Fiscal Year: 2001/2002 Version 2 Status: ADP Approved Created: 06/13/2001 Last Revised: 07/20/2001			Report Date: 08/19/2002 Time: 1:43:19PM
Service	Existing	<u>Planned Additional</u>	<u>Total Planned</u>	
Other Service				
Intensive Training	0	0	0	
Family Counseling	0	0	0	
Vocational Training	0	0	0	
Other Client Services	0	0	0	
Subtotal: Other Service	0	0	0	
Grand Total Capacity Projections:	4,867	2,201	7,068	

Page 2 of 2

Report Generated: 08/19/2002

SACPA Client Projections Report

Report: SACPA_001	California Department of Alcohol & Drug Programs SACPA Client Projection Report County of: <i>San Diego</i> Fiscal Year: 2001/2002 Version 2 Status: ADP Approved Created: 06/13/2001 Last Revised: 07/20/2001	Report Date: 08/19/2001 Time: 14:30PM
Referral Type	Projected Number Of Clients	
Referred from Pardo	088	
Referred from Court / Probation	3,673	
Grand Total Referred:	4,265	
Service Type	Projected Number Of Clients	
Drug Treatment		
<u>Non-Residential / Outpatient</u>		
Treatment/Recovery - No Meds	2,088	
Treatment/Recovery - Medication, LAM, or Other Meds Prescribed	0	
Day Program/Intensive	1,088	
Detoxification - No Meds	0	
Detoxification - Medication, LAM, or Other Meds Prescribed	0	
<u>Residential</u>		
Detoxification (Hospital)	0	

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http://sacpa.adp.sdsnet.org

Report: SACPA_001	California Department of Alcohol & Drug Programs SACPA Client Projection Report County of: <i>San Diego</i> Fiscal Year: 2001/2002 Version 2 Status: ADP Approved Created: 06/13/2001 Last Revised: 07/20/2001	Report Date: 08/19/2001 Time: 14:30PM
Service Type	Projected Number Of Clients	
Detoxification (Non-Hospital) - No Meds	000	
Detoxification (Non-Hospital) - Medication, LAM, or Other Meds Prescribed	0	
Treatment/Recovery - No Meds	940	
Treatment/Recovery - Medication, LAM, or Other Meds Prescribed	0	
Subtotal Drug Treatment	4,138	
Other Service		
Eligency Training	0	
Family Counseling	0	
Vocational Training	0	
Other Client Services	0	
Subtotal Other Service	0	
Grand Total Client Projection:	5,118	

Page 2 of 2

http://sacpa.adp.sdsnet.org

Compare Revision – Entity Plan

Report: SACPA_120	California Department of Alcohol & Drug Programs SACPA Fiscal Plan Revision Compare Report - Entity Plan County Of: Sierra Fiscal Year: 2001/2002 Compare Version 3 To Revision 1/15/02				Report Date: 06/16/2002 Time: 13:47:43	
Entity Type		Direct Services	Administrative Activities	Total Planned Expenditures	% of ADP Allocation \$32,767	% of Total Planned Expenditures
Drug Treatment						
SICR Case Management	Version 3	11,993	3,900	15,893	60.7%	10.1%
	Revision 1/15/02	11,993	3,900	15,893	60.7%	8.8%
	Difference	0	0	0		
Sierra County Detox Services	Version 3	82,003	30,000	112,003	385.7%	51.7%
	Revision 1/15/02	100,000	30,000	130,000	385.8%	57.5%
	Difference	17,997	0	17,997		
Totals for Drug Treatment		Version 3	94,029	127,896	346.4%	61.7%
		Revision 1/15/02	111,993	149,893	401.2%	66.4%
		Difference	17,964	21,997		
Other Service						
Sierra County Library Program	Version 3	5,500	0	5,500	16.3%	2.8%
	Revision 1/15/02	5,500	0	5,500	16.3%	2.4%
	Difference	0	0	0		
Totals for Other Service		Version 3	5,500	5,500	16.3%	2.8%
		Revision 1/15/02	5,500	5,500	16.3%	2.4%
		Difference	0	0		
Criminal Justice						
Page 1 of 2						
* ADP (distribution) = \$30,302 (current funds) = \$23,767 (ADP Allocation) ** Version 3: \$28,680 Revision 1/15/02: \$22,480						
http://sacpa.adp.state.ca.us						

Report: SACPA_120		California Department of Alcohol & Drug Programs SACPA Fiscal Plan Revision Compare Report - Entity Plan County Of: Sierra Fiscal Year: 2001/2002 Compare Version 3 To Revision 1/15/02			Report Date: 06/16/2002 Time: 13:47:43		
Entity Type		Direct Services	Administrative Activities	Total Planned Expenditures	% of ADP Allocation \$23,767	% of Total Planned Expenditures	
Sierra County Probation	Version 3	62,338	11,000	73,338	298.8%	39.6%	
	Revision 1/15/02	57,338	11,000	68,338	279.8%	37.8%	
	Difference	5,000	0	5,000			
Sierra County Superior Courts	Version 3	4,000	1,000	5,000	14.8%	2.4%	
	Revision 1/15/02	4,000	1,000	5,000	14.8%	2.2%	
	Difference	0	0	0			
Totals for Criminal Justice		Version 3	66,338	14,000	80,338	288.6%	39.5%
		Revision 1/15/02	61,338	11,000	72,338	268.6%	34.2%
		Difference	5,000	3,000	8,000		
Grand Total:		Version 3	159,887	36,500	196,387	587.6%	
		Revision 1/15/02	177,833	46,000	223,833	669.1%	
		Difference	17,946	9,500	27,446		
<div> <div>Page 2 of 2</div> <div> <div>* ADP (distribution) = \$30,302 (current funds) = \$23,767 (ADP Allocation)</div> <div>** Version 3: 2,086,861 Revision 1/15/02: 2,055,551</div> </div> <div>http://sacpa.adp.state.ca.us</div> </div>							

Compare Revision – Service Plan

Report: SACPA_100		California Department of Alcohol & Drug Programs SACPA Plan Revision Compare Report - Service/Activity County Of: Sierra Fiscal Year: 2001/2002 Compare Version 3 To Revision 1/15/02			Report Date: 08/15/02 Time: 1:55:28
		Total Planned Expenditures	% of ADP Allocation \$23,787	% of Total Planned Expenditures	
Services:					
Drug Treatment					
Non-Residential / Outpatient					
Treatment/Recovery - No Meds	Version 3 Revision 1/15/02 Difference	22,818 22,818 0	96.3% 96.3% 0.0%	11.3% 11.3% 0.0%	
Treatment/Recovery - Medication, LAM, or Other Meds Prescribed	Version 3 Revision 1/15/02 Difference	0 0 0	0.0% 0.0% 0.0%	0.0% 0.0% 0.0%	
Day Program/Intensive	Version 3 Revision 1/15/02 Difference	0 0 0	0.0% 0.0% 0.0%	0.0% 0.0% 0.0%	
Detoxification - No Meds	Version 3 Revision 1/15/02 Difference	0 0 0	0.0% 0.0% 0.0%	0.0% 0.0% 0.0%	
Detoxification - Medication, LAM, or Other Meds Prescribed	Version 3 Revision 1/15/02 Difference	0 0 0	0.0% 0.0% 0.0%	0.0% 0.0% 0.0%	
Page 1 of 8 * ADP (distribution) = \$23,787 (actual funds) = \$23,787 / ADP Allocation ** Version 3: \$22,818 Revision 1/15/02: \$22,818 http://sacpa.adp.state.ca.us					

Report: SACPA_100		California Department of Alcohol & Drug Programs SACPA Plan Revision Compare Report - Service/Activity County Of: Sierra Fiscal Year: 2001/2002 Compare Version 3 To Revision 1/15/02			Report Date: 08/15/02 Time: 0:45:38
		Total Planned Expenditures	% of ADP Allocation \$23,787	% of Total Planned Expenditures	
Residential					
Detoxification (Hospital)	Version 3 Revision 1/15/02 Difference	0 0 0	0.0% 0.0% 0.0%	0.0% 0.0% 0.0%	
Detoxification (Non-Hospital) - No Meds	Version 3 Revision 1/15/02 Difference	0 0 0	0.0% 0.0% 0.0%	0.0% 0.0% 0.0%	
Detoxification (Non-Hospital) - Medication, LAM, or Other Meds Prescribed	Version 3 Revision 1/15/02 Difference	0 0 0	0.0% 0.0% 0.0%	0.0% 0.0% 0.0%	
Treatment/Recovery - Inpatient	Version 3 Revision 1/15/02 Difference	96,028 96,028 0	277.0% 277.0% 0.0%	40.0% 40.0% 0.0%	
Treatment/Recovery - Medication, LAM, or Other Meds Prescribed	Version 3 Revision 1/15/02 Difference	0 0 0	0.0% 0.0% 0.0%	0.0% 0.0% 0.0%	
Other Service					
Page 2 of 8 * ADP (distribution) = \$23,787 (actual funds) = \$23,787 / ADP Allocation ** Version 3: \$96,028 Revision 1/15/02: \$96,028 http://sacpa.adp.state.ca.us					

Report: SACPA_100		California Department of Alcohol & Drug Programs SACPA Plan Revision Compare Report - Service/Activity County Of: Sierra Fiscal Year: 2001/2002 Compare Version 3 To Revision 1/15/02		Report Date: 06/18/2002 Time: 11:52:58
		Total Planned Expenditures	% of ASD Allocation \$39,297	% of Total Planned Expenditures
Library Training	Version 3	6,600	16.7%	3.8%
	Revision 1/15/02	6,600	16.7%	3.8%
	Difference	0		
Field Counseling	Version 3	0	0.0%	0.0%
	Revision 1/15/02	0	0.0%	0.0%
	Difference	0		
Vocational Training	Version 3	0	0.0%	0.0%
	Revision 1/15/02	0	0.0%	0.0%
	Difference	0		
Other Client Services	Version 3	0	0.0%	0.0%
	Revision 1/15/02	0	0.0%	0.0%
	Difference	0		
Totals for Services		Version 3 Revision 1/15/02 Difference	16,600 16,600 0	42.0% 42.0% 0.0%
Case Management Activities				
Material/Transportation	Version 3	6,684	16.9%	3.4%
	Revision 1/15/02	6,684	16.9%	3.4%
	Difference	0		
Page: 3 of 8		* ASD Allocation = \$39,297 (gross funds) = \$39,297 net of allocation ** Version 3: 2/28/02 Revision 1/15/02: 2/28/02		http://sacpa.sdp.mhfc.ca.us

Report: SACPA_100		California Department of Alcohol & Drug Programs SACPA Plan Revision Compare Report - Service/Activity County Of: Sierra Fiscal Year: 2001/2002 Compare Version 3 To Revision 1/15/02		Report Date: 06/18/2002 Time: 11:52:58
		Total Planned Expenditures	% of ASD Allocation \$39,297	% of Total Planned Expenditures
Placement	Version 3	6,684	16.9%	3.4%
	Revision 1/15/02	6,684	16.9%	3.4%
	Difference	0		
Court Monitoring	Version 3	35,234	88.7%	17.7%
	Revision 1/15/02	35,234	88.7%	17.7%
	Difference	0		
Supervision	Version 3	35,234	88.7%	17.7%
	Revision 1/15/02	35,234	88.7%	17.7%
	Difference	0		
Aftercare Activities	Version 3	6,684	16.9%	3.4%
	Revision 1/15/02	6,684	16.9%	3.4%
	Difference	0		
Totals for Case Management Activities		Version 3 Revision 1/15/02 Difference	58,636 58,636 0	85.0% 85.0% 0.0%
Page: 4 of 8		* ASD Allocation = \$39,297 (gross funds) = \$39,297 net of allocation ** Version 3: 2/28/02 Revision 1/15/02: 2/28/02		http://sacpa.sdp.mhfc.ca.us

Report Date: 06/18/2002
Time: 13:50:38

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<https://acpa.adp.state.ca.us>

Compare Revision – Capacity Plan

Report: SACPA_1.d31		California Department of Alcohol & Drug Programs SACPA Plan Revision Compare Report - Capacity Projections County Of: Sierra Fiscal Year: 2001/2002 Compare Version 3 To Revision 1/15/02		Report Date: 06/18/2002 Time: 13:55:42
Service		Existing	Planned Additional	Total Planned
Drug Treatment				
Non-Residential / Outpatient				
Treatment/Recovery - No Meds	Version 3	162	12	174
	Revision 1/15/02	162	12	174
	Difference	0	0	0
Treatment/Recovery - Medication, L.A.A.M., or Other Meds Prescribed	Version 3	0	0	0
	Revision 1/15/02	0	0	0
	Difference	0	0	0
Day Programs/Intensive	Version 3	0	0	0
	Revision 1/15/02	0	0	0
	Difference	0	0	0
Detoxification - No Meds	Version 3	0	0	0
	Revision 1/15/02	0	0	0
	Difference	0	0	0
Detoxification - Medication, L.A.A.M., or Other Meds Prescribed	Version 3	0	0	0
	Revision 1/15/02	0	0	0
	Difference	0	0	0
Residential	Group #4 Name (String)			
Detoxification (Hospital)	Version 3	0	0	0
	Revision 1/15/02	0	0	0
	Difference	0	0	0

Page 1 of 3

https://sacpa.adp.state.ca.us

Report: SACPA_3.d31		California Department of Alcohol & Drug Programs SACPA Plan Revision Compare Report - Capacity Projections County Of: Sierra Fiscal Year: 2001/2002 Compare Version 3 To Revision 1/15/02		Report Date: 06/18/2002 Time: 13:55:42
Service		Existing	Planned Additional	Total Planned
Detoxification (Non-Hospital) - No Meds	Version 3	0	0	0
	Revision 1/15/02	0	0	0
	Difference	0	0	0
Detoxification (Non-Hospital) - Medication, L.A.A.M., or Other Meds Prescribed	Version 3	0	0	0
	Revision 1/15/02	0	0	0
	Difference	0	0	0
Treatment/Recovery - No Meds	Version 3	22	5	27
	Revision 1/15/02	22	5	27
	Difference	0	0	0
Treatment/Recovery - Medication, L.A.A.M., or Other Meds Prescribed	Version 3	0	0	0
	Revision 1/15/02	0	0	0
	Difference	0	0	0
Subtotal Drug Treatment	Version 3	124	17	141
	Revision 1/15/02	124	17	141
	Difference	0	0	0
Other Services				
Emergency Triage	Version 3	0	4	4
	Revision 1/15/02	0	4	4
	Difference	0	0	0
Family Counseling	Version 3	0	5	5
	Revision 1/15/02	0	5	5
	Difference	0	0	0

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https://sacpa.adp.state.ca.us

Report: SACPA_1400		California Department of Alcohol & Drug Programs SACPA Plan Revision Compare Report - Capacity Projections County Of: Sierra Fiscal Year: 2001/2002 Compare Version 3 To Revision 1/15/02		Report Date: 06/19/2002
				Time: 13:55:42
<u>Service</u>		<u>Existing</u>	<u>Planned Additional</u>	<u>Total Planned</u>
Vocational Training	Version 3	0	5	5
	Revision 1/15/02	0	5	5
	Difference	0	0	0
Other Client Services	Version 3	0	5	5
	Revision 1/15/02	0	5	5
	Difference	0	0	0
Subtotal: Other Service				
	Version 3	0	19	19
	Revision 1/15/02	0	19	19
	Difference	0	0	0
Grand Total Capacity Projections:				
	Version 3	124	36	160
	Revision 1/15/02	124	36	160
	Difference	0	0	0
Page 3 of 3		https://sacpa.adp.state.ca.us		

Compare Revision – Client Projection Plan

Report: SACPA_102	California Department of Alcohol & Drug Programs SACPA Fiscal Plan Revision Compare Report - Client Projection County Of: Sierra Fiscal Year: 2001/2002 Compare Version 3 To Revision 1/15/02		Report Date: 06/16/2002
			Time: 11:57:21
Referral Type		Projected Number Of Clients	
Referred From Provider	Version 3	8	
	Revision 1/15/02	5	
	Difference	0	
Referred From Court / Probation	Version 3	17	
	Revision 1/15/02	17	
	Difference	0	
Grand Total Referred:	Version 3	17	
	Revision 1/15/02	17	
	Difference	0	
Service Type		Projected Number Of Clients	
Drug Treatment			
Non-Residential / Outpatient			
Treatment/Recovery - No Meds	Version 3	12	
	Revision 1/15/02	12	
	Difference	0	
Treatment/Recovery - Medication, LAAM, or Other Meds Prescribed	Version 3	0	
	Revision 1/15/02	0	
	Difference	0	

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<https://sacpa.adp.state.ca.us/>

Report: SACPA_102	California Department of Alcohol & Drug Programs SACPA Fiscal Plan Revision Compare Report - Client Projection County Of: Sierra Fiscal Year: 2001/2002 Compare Version 3 To Revision 1/15/02		Report Date: 06/16/2002
			Time: 11:57:21
Service Type		Projected Number Of Clients	
Day Program/Intensive	Version 3	0	
	Revision 1/15/02	0	
	Difference	0	
Outpatient - No Meds	Version 3	0	
	Revision 1/15/02	0	
	Difference	0	
Outpatient - Medication, LAAM, or Other Meds Prescribed	Version 3	0	
	Revision 1/15/02	0	
	Difference	0	
Residential			
Detoxification (Inpatient)	Version 3	0	
	Revision 1/15/02	0	
	Difference	0	
Detoxification (Non-Hospital) - No Meds	Version 3	0	
	Revision 1/15/02	0	
	Difference	0	
Detoxification (Non-Hospital) - Medication, LAAM, or Other Medication Prescribed	Version 3	0	
	Revision 1/15/02	0	
	Difference	0	
Treatment/Recovery - No Meds	Version 3	0	
	Revision 1/15/02	0	
	Difference	0	

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<https://sacpa.adp.state.ca.us/>

Report: SACPA_502	California Department of Alcohol & Drug Programs SACPA Fiscal Plan Revision Compare Report - Client Projection County Of: Sierra Fiscal Year: 2001/2002 Compare Version 3 To Revision 1/15/02		Report Date: 06/15/2002
			Time: 13:52:21
Service Type	Projected Number Of Clients		
Treatment/Recovery - Methadone, LAAM, or Other Meds Prescribed	Version 3	0	
	Revision 1/15/02	0	
	Difference	0	
Subtotal: Drug Treatment	Version 3	17	
	Revision 1/15/02	17	
	Difference	0	
Other Service			
Living Training	Version 3	4	
	Revision 1/15/02	4	
	Difference	0	
Family Counseling	Version 3	5	
	Revision 1/15/02	5	
	Difference	0	
Vocational Training	Version 3	5	
	Revision 1/15/02	5	
	Difference	0	
Other Case Services	Version 3	5	
	Revision 1/15/02	5	
	Difference	0	
Subtotal: Other Service	Version 3	19	
	Revision 1/15/02	19	
	Difference	0	
Page: 3 of 4	https://sacpa.adp.dhs.ca.gov		

Report: SACPA_502	California Department of Alcohol & Drug Programs SACPA Fiscal Plan Revision Compare Report - Client Projection County Of: Sierra Fiscal Year: 2001/2002 Compare Version 3 To Revision 1/15/02		Report Date: 06/15/2002
			Time: 13:57:21
Service Type	Projected Number Of Clients		
Grand Total Client Projection:	Version 3	36	
	Revision 1/15/02	36	
	Difference	0	
Page: 4 of 4	https://sacpa.adp.dhs.ca.gov		

Financial Status Reports

**ANNUAL FINANCIAL STATUS REPORT
SUBSTANCE ABUSE AND CRIME PREVENTION ACT OF 2000
Department of Alcohol and Drug Programs**

1. Submit Completed Report to: Department of Alcohol and Drug Programs Audit Services Branch 1700 K Street, 5th Floor Sacramento, CA 95814		2. Funding Period (State Fiscal Year): 2002-2003
3. Name and address of County Local Agency (as required by the California Code of Regulations (CCR), Title 2, Division 4, Chapter 2.5, Section 29251.1): Health Care Services Agency/Behavioral Health Care Services 2000 Embarcadero Cove, Ste 400 Oakland, CA 94606-5000		
4. Employer ID Number: 94000501	5. Accounting Basis: <input type="checkbox"/> Cash <input type="checkbox"/> Accrual	
Transactions		Amount
6. Total SAUHF Funds Allocated		\$0
7. Approved Expense Funds Granted Over from Prior Fiscal Year		\$0
8. Total SAUHF Funds Available During Funding Period		\$0
9. Expenditures for Drug Treatment Services		\$0
10. Expenditures for Addiction/Social Work Services		\$0
11. Expenditures for Other Services/Court Protection, Abuse		\$0
12. Total Expenditures		\$0
13. Other Income (Interest, Sale of Equipment, etc.)		\$0
14. Grant Funds Received by Trial Judges and Received by the County		\$0
15. Grant Funds Received by Trial Judges and Collected by Treatment Programs		\$0
16. Grant Funds Received and Collected by Drug Treatment Programs for the Cost of Treatment Note: These funds are not listed in the Total Program Income		\$0
17. Funds Received from Providers for Audit Exemptions		\$0
18. Funds Received from County/Local Agencies		\$0
19. Total Program Income		\$0
20. Net Expenditures		\$0
21. Funds Available at End of Period		\$0
22. Comments/Remarks (See page 3 for complete comments.)		

ANNUAL FINANCIAL STATUS REPORT
SUBSTANCE ABUSE AND CRIME PREVENTION ACT OF 2000
Department of Alcohol and Drug Programs

29. Certification: I certify to the best of my knowledge and belief that this report is correct and complete, and that all outlays and obligations are for the purposes set forth in Division 10.2 of the Health and Safety Code, Chapter 2.5, Division 4, Title 2, CCR, and in the attached documents.	
Name and Title (Please print):	Telephone Number:
Signature of Authorized Certifying Official:	Date Report Submitted:

**ANNUAL FINANCIAL STATUS REPORT
SUBSTANCE ABUSE AND CRIME PREVENTION ACT OF 2000
Department of Alcohol and Drug Programs**

County Note on Line Items

- 7. Approved Excess Funds Carried Over from Prior Fiscal Year
- 8. Expenditures for Drug Treatment Services
- 9. Expenditures for Additional/Auxiliary Services
- 10. Expenditures for Other Services (Court Probation, etc.)
- 11. Other Income (Inmate Sale of Equipment, etc.)
- 12. Court Fees Assessed by Trial Judges and Received by the County
- 13. Court Fees Assessed by Trial Judges and Collected by Treatment Programs
- 14. Court Fees Assessed and Collected by Drug Treatment Programs for the Cost of Treatment
Note: These funds are not totaled in the Total Program Income
- 15. Funds Received from Providers for Audit Expenses
- 16. Funds Received from County/Local Agencies
- 17. Commercial-Sector

Financial Status Reports - Compare

**ANNUAL FINANCIAL STATUS REPORT
SUBSTANCE ABUSE AND CRIME PREVENTION ACT OF 2000
Department of Alcohol and Drug Programs**

1. Submit Completed Report to: Department of Alcohol and Drug Programs Audit Services Branch 1700 K Street, 5th Floor Sacramento, CA 95814	2. Funding Period (State Fiscal Year): January 1 - March 31, 2001
3. Name and address of County-Licensed Agency (as required by the California Code of Regulations (CCR), Title 22, Division 4, Chapter 2.5, Section 22751.1): Health Care Services Agency/Behavioral Health Care Services 2000 Embarcadero Cove, Ste 400 Oakland, CA 94606-5000	
4. Employer ID Number: 94-0000001	5. Accounting Basis: <input type="checkbox"/> Cash <input type="checkbox"/> Accrual
Transactions	Final Post Audit Unreconciled
6. Total SALTIF Funds Allocated	\$0 \$0 \$0
7. Approved Expense Funds Current Government Fiscal Year	\$10,000 \$10,000 \$0
8. Total SALTIF Funds Available During Funding Period	\$10,000 \$10,000 \$0
9. Expenditures for Drug Treatment Services	\$20,000 \$20,000 \$0
10. Expenditures for Additional Ancillary Services	\$20,000 \$20,000 \$0
11. Expenditures for Other Substance Court Treatment, Etc.	\$40,000 \$40,000 \$0
12. Total Expenditures	\$80,000 \$80,000 \$0
13. Other Income (Interest, Sale of Equipment, etc.)	\$50,000 \$50,000 \$0
14. Client Fees Assessed by Trial Judges and Received by the County	(\$1,000,000,000) \$1,500,000,000 (\$2,500,000,000)
15. Client Fees Assessed by Trial Judges and Collected by Treatment Programs	(\$2,000,000,000) \$2,500,000,000 (\$4,500,000,000)
16. Client Fees Assessed and Collected by Drug Treatment Programs for the Substance Treatment. Note: These funds are not tabulated in the Total Program Income	(\$2,000,000,000) \$2,500,000,000 (\$2,500,000,000)
17. Funds Received from Providers for Audit Exceptions	\$0 \$0 \$0
18. Funds Received from County/Local Agencies	\$0 \$0 \$0
19. Total Program Income	(\$2,220,000,000) \$4,000,000,000 (\$17,000,000,000)
20. Net Expenditures	\$2,000,040,000 (\$2,220,000,000) \$7,000,000,000
21. Funds Available at End of Period	(\$2,000,000,000) \$2,220,000,000 (\$7,000,000,000)
22. Comments/Remarks: Final (See page 3 for complete comments.)	
Comments/Remarks: Post Audit (See page 3 for complete comments.)	

**ANNUAL FINANCIAL STATUS REPORT
SUBSTANCE ABUSE AND CRIME PREVENTION ACT OF 2000
Department of Alcohol and Drug Programs**

County Notes on Line Items

1.	Approved Expense Funds Carried Over from Prior Fiscal Year
Final:	
Post Audit:	
2.	Expenditures for Drug Treatment Services
Final:	
Post Audit:	
3.	Expenditures for Additional Auxiliary Services
Final:	
Post Audit:	
4.	Expenditures for Other Services (Court Probation, etc.)
Final:	
Post Audit:	
5.	Other Income (Inmate Salary/Equipment, etc.)
Final:	
Post Audit:	
6.	Grant Fees Assessed by Trial Judges and Received by the County
Final:	Final
Post Audit:	Final X
7.	Grant Fees Assessed by Trial Judges and Collected by Treatment Programs
Final:	Final 2
Post Audit:	Final 2 X
8.	Grant Fees Assessed and Collected by Treatment Programs for the Cost of Treatment. Note: These funds are not totaled in the Total Program Income
Final:	Final 3
Post Audit:	Final 3 X
9.	Funds Received from Providers for Audit Exceptions
Final:	
Post Audit:	
10.	Funds Received from County Local Agencies
Final:	
Post Audit:	
11.	Commercial Services
Final:	
Post Audit:	

Expenditure Information – Entity

Report: SACPA_2300	California Department of Alcohol & Drug Programs SACPA Expenditures - Entity Information Report County of: Sierra Fiscal Period: July 1 - December 31, 2001 Status: County Submitted Created: 6/12/02 Last Revised: 6/12/02	Report Date: 06/18/2002 Time: 2:08:02PM			
<u>Entity Type</u>	<u>Direct Services</u>	<u>Administrative Activities</u>	<u>Total</u>	<u>% of ADP Allocation</u>	<u>% of Total Expended</u>
				\$465.00	
				+	
				\$33,302.00	
				\$33,767.00	\$49.00
Drug Treatment	\$44.00	\$5.00	\$49.00	0.1%	100.0%
Type A	\$44.00	\$5.00	\$49.00	0.1%	100.0%
Entity Grand Total:	\$44.00	\$5.00	\$49.00	0.1%	100.0%
Notes:					
Page 1 of 1					
https://sacpa.adp.state.ca.us					

Expenditure Information – Services

Report: SACPA_2402	California Department of Alcohol & Drug Programs SACPA Expenditures - Service/Activity Information Report County of: Sierra Fiscal Period: July 1 - December 31, 2001 Status: County Submitted Created: 6/12/02 Last Revised: 6/12/02		Report Date: 06/18/2002 Time: 2:11:08PM
<u>Service Type</u>	<u>Expenditures</u>	<u>% of ADP Allocation</u>	<u>% of Total Expended</u>
		\$465.00	
		+	
		\$33,302.00	
		\$33,767.00	\$2.00
Services	\$0.00	0.0%	0.0%
Drug Treatment	\$0.00	0.0%	0.0%
Non-Residential / Outpatient	\$0.00	0.0%	0.0%
Treatment/Recovery - No Medic	\$0.00	0.0%	0.0%
Treatment/Recovery - Medication, LAM, or Other Medic Prescribed	\$0.00	0.0%	0.0%
Day Program/Intensive	\$0.00	0.0%	0.0%
Detoxification - No Medic	\$0.00	0.0%	0.0%
Detoxification - Medication, LAM, or Other Medic Prescribed	\$0.00	0.0%	0.0%
Residential	\$0.00	0.0%	0.0%
Detoxification (Inpatient)	\$0.00	0.0%	0.0%
Detoxification (non-Hospital) - No Medic	\$0.00	0.0%	0.0%
Detoxification (non-Hospital) - Medication, LAM, or Other Medic Prescribed	\$0.00	0.0%	0.0%
Treatment/Recovery - No Medic	\$0.00	0.0%	0.0%
Treatment/Recovery - Medication, LAM, or Other Medic Prescribed	\$0.00	0.0%	0.0%
Other Services	\$0.00	0.0%	0.0%
		0.0%	0.0%
Service Training	\$0.00	0.0%	0.0%
Page 1 of 2		https://sacpa.adp.state.ca.us	

Report: SACPA_2400	California Department of Alcohol & Drug Programs SACPA Expenditures - Service/Activity Information Report County of: Sierra Fiscal Period: July 1 - December 31, 2001 Status: County Submitted: 6/12/02 Last Revised: 6/12/02		Report Date: 06/18/2002 Time: 2:11:52PM
<u>Service Type</u>	<u>Expenditures</u>	<u>% of ADP Allocation</u>	<u>% of Total Expended</u>
		\$465.00 + \$33,302.00 \$33,767.00	\$0.00
Family Counseling	\$0.00	0.0%	0.0%
Vocational Training	\$0.00	0.0%	0.0%
Other Client Services	\$0.00	0.0%	0.0%
Case Management Activities	\$0.00	0.0%	0.0%
		0.0%	0.0%
		0.0%	0.0%
Referral/Assessment	\$0.00	0.0%	0.0%
Placement	\$0.00	0.0%	0.0%
Court Monitoring	\$0.00	0.0%	0.0%
Supervision	\$0.00	0.0%	0.0%
Miscellaneous Activities	\$0.00	0.0%	0.0%
Grand Total:	\$0.00	0.0%	0.0%
Notes:			
Page 2 of 2			
https://sacpa.adp.state.ca.us			

Other Services – Client Counts

Report: SACPA_248 California Department of Alcohol & Drug Programs SACPA Expenditures - Service/Activity Information Report County of: Sierra Fiscal Period: July 1 - December 31, 2001 Status: County Submitted Created: 6/12/02 Last Revised: 6/12/02			
Report Date: 06/13/02 Time: 2:18:10PM			
Service Type	Expenditures	% of ADP Allocation	% of Total Expenditures
	\$465.00		
	+		
	\$88,182.00		
	\$88,747.00		\$0.00
Services	\$0.00	0.1%	0.0%
Drug Treatment	\$0.00	0.1%	0.0%
Non-Residential / Outpatient	\$0.00	0.1%	0.0%
Treatment/Recovery - No Meds	\$0.00	0.1%	0.0%
Treatment/Recovery - Medication, LAM, or Other Meds Prescribed	\$0.00	0.1%	0.0%
Day Program-Intensive	\$0.00	0.1%	0.0%
Detoxification - No Meds	\$0.00	0.1%	0.0%
Detoxification - Medication, LAM, or Other Meds Prescribed	\$0.00	0.1%	0.0%
Residential	\$0.00	0.1%	0.0%
Detoxification (hospital)	\$0.00	0.1%	0.0%
Detoxification (non-hospital) - No Meds	\$0.00	0.1%	0.0%
Detoxification (non-hospital) - Medication, LAM, or Other Meds Prescribed	\$0.00	0.1%	0.0%
Treatment/Recovery - No Meds	\$0.00	0.1%	0.0%
Treatment/Recovery - Medication, LAM, or Other Meds Prescribed	\$0.00	0.1%	0.0%
Other Service	\$0.00	0.1%	0.0%
		0.1%	0.0%
Library Training	\$0.00	0.1%	0.0%
		0.1%	0.0%

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Report: SACPA_248 California Department of Alcohol & Drug Programs SACPA Expenditures - Service/Activity Information Report County of: Sierra Fiscal Period: July 1 - December 31, 2001 Status: County Submitted Created: 6/12/02 Last Revised: 6/12/02			
Report Date: 06/13/02 Time: 2:18:10PM			
Service Type	Expenditures	% of ADP Allocation	% of Total Expenditures
	\$465.00		
	+		
	\$88,000.00		
	\$88,747.00		\$0.00
Family Counseling	\$0.00	0.0%	0.1%
Vocational Training	\$0.00	0.0%	0.1%
Other Client Services	\$0.00	0.0%	0.1%
Case Management Activities	\$0.00	0.0%	0.1%
		0.0%	0.1%
		0.0%	0.1%
Referral/Resource	\$0.00	0.0%	0.1%
Placement	\$0.00	0.0%	0.1%
Court Monitoring	\$0.00	0.0%	0.1%
Supervision	\$0.00	0.0%	0.1%
Management Activities	\$0.00	0.0%	0.1%
Grand Total:	\$0.00	0.0%	0.1%
Notes:			

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Other Services – Waiting List

Report: SACPA_3000		California Department of Alcohol & Drug Programs SACPA Other Services - Waiting List		Report Date: 06/19/2002 Time: 2:15:51PM	
County of: Sierra					
Fiscal Period: July 1 - December 31, 2001					
Status: County Submitted Created: 1/18/02 Last Revised: 6/12/02					
	<u>Literacy Training</u>	<u>Family Counseling</u>	<u>Vocational Training</u>	<u>Other Client Services</u>	
Waiting List					
Number of SACPA clients served who spent zero (0) days on a waiting list	100	100	100	100	
Number of SACPA applicants on the waiting list at any time during the rpt period	50	50	50	50	
Number of SACPA applicants on the waiting list on the last day of the rpt period	5	5	5	5	
Number of SACPA applicants served from the waiting list during the rpt period	45	46	47	48	
Days that SACPA applicants served spent on waiting list					
1-6 days	20	20	20	20	
7-13 days	10	10	10	10	
14-20 days	5	0	5	0	
21-30 days	0	15	0	10	
31-60 days	8	0	8	0	
Over 60 days	0	0	0	5	
Total SACPA applicants					
Referred From Parole	20	10	20	10	
Referred From Court / Probation	10	20	10	20	
Notes:					
Page 1 of 1					
https://sacpa.adp.state.ca.us					

Compare Expenditure to Plan – Entity

Report: SACPA_2802		California Department of Alcohol & Drug Programs SACPA Expenditures vs. Plan Comparison Entity Information County of: Sierra Fiscal Period: July 1 - December 31, 2001 Compare Expenditure to Plan: Version 5		Report Date: 08/19/2002 Time: 2:17:58PM	
Entity Type		Direct Services	Administrative Services	Total	Percentage of ADP Allocation
					\$465.00
					+
					\$33,302.00
					\$33,767.00
Drug Treatment					
Type A	Plan Version 5	\$0.00	\$0.00	\$0.00	0.0%
	Expenditure	\$44.00	\$5.00	\$49.00	0.1%
	Difference	-\$44.00	-\$5.00	-\$49.00	
Totals for Drug Treatment	Plan Version 5	\$0.00	\$0.00	\$0.00	0.0%
	Expenditure	\$44.00	\$5.00	\$49.00	0.1%
	Difference	-\$44.00	-\$5.00	-\$49.00	
Grand Total:	Plan Version 5				
	Expenditure	\$44.00	\$5.00	\$49.00	0.1%
	Difference				
Page 1 of 1 * 465.00 (distribution) + 33,302.00 (excess funds) = 33,767.00 (SACPA total) http://sacpa.cdm.state.ca.us					

Compare Expenditure to Plan – Services

Report: SACPA_2880 California Department of Alcohol & Drug Programs SACPA Expenditure vs. Plan Comparison Service/Activity Information County of: Sierra Fiscal Period: July 1 - December 31, 2001 Compare Expenditure to Plan: Version 3		Report Date: 06/16/2002 Time: 10:30:00
	Total	Percentage of ARP Allocation
		\$45.00
		+
		\$11,902.00
		\$12,167.00
Services		
Drug Treatment		

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W:\Programs\ARP\ARP010101

Report: SACPA_2880 California Department of Alcohol & Drug Programs SACPA Expenditure vs. Plan Comparison Service/Activity Information County of: Sierra Fiscal Period: July 1 - December 31, 2001 Compare Expenditure to Plan: Version 3		Report Date: 06/16/2002 Time: 14:20:20
	Total	Percentage of ARP Allocation
		\$45.00
		+
		\$11,902.00
		\$12,167.00
Non-Residential / Outpatient		
Treatment/Recovery - No Meds	Plan/Version:3	\$20,000.00 66.7%
	Expenditure	\$0.00 0.0%
	Difference	\$20,000.00
Treatment/Recovery - Medication, LAM, or Other Meds Prescribed	Plan/Version:3	\$0.00 0.0%
	Expenditure	\$0.00 0.0%
	Difference	\$0.00
Day Program Intensive	Plan/Version:3	\$0.00 0.0%
	Expenditure	\$0.00 0.0%
	Difference	\$0.00
Detoxification - No Meds	Plan/Version:3	\$0.00 0.0%
	Expenditure	\$0.00 0.0%
	Difference	\$0.00
Detoxification - Medication, LAM, or Other Meds Prescribed	Plan/Version:3	\$0.00 0.0%
	Expenditure	\$0.00 0.0%
	Difference	\$0.00

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W:\Programs\ARP\ARP010101

Report: SACPA_2001	California Department of Alcohol & Drug Programs		Report Date: 05/15/2002
	SACPA Expenditure vs. Plan Comparison		Time: 14:20:28
	Service/Activity Information		
	County of: Sierra Fiscal Period: July 1 - December 31, 2001		
	Compare Expenditure to Plan: Version 3		
	Total	Percentage of	
		ADP Allocation	
		\$465.00	
		+	
		\$28,362.00	
		\$28,767.00	
Residential			
Detoxification (Hospital)	Plan Version 3	\$0.00	0.0%
	Expenditure	\$0.00	0.0%
	Difference	\$0.00	
Detoxification (Non-Hospital) - No Meds	Plan Version 3	\$0.00	0.0%
	Expenditure	\$0.00	0.0%
	Difference	\$0.00	
Detoxification (Non-Hospital) - Medication, LARs, or Other Meds Prescribed	Plan Version 3	\$0.00	0.0%
	Expenditure	\$0.00	0.0%
	Difference	\$0.00	
Treatment/Recovery - No Meds	Plan Version 3	\$10,000.00	32.0%
	Expenditure	\$0.00	0.0%
	Difference	\$10,000.00	
Treatment/Recovery - Medication, LARs, or Other Meds Prescribed	Plan Version 3	\$0.00	0.0%
	Expenditure	\$0.00	0.0%
	Difference	\$0.00	

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<http://cas.sacpa.org/states/caspa>

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http://sacpa.sdsu.edu/sacpa.html

Report: SACPA_2001		California Department of Alcohol & Drug Programs		Report Date: 05/15/2002	
		SACPA Expenditure vs. Plan Comparison		Time: 14:20:28	
		Service/Activity Information			
		County of: Sierra Fiscal Period: July 1 - December 31, 2001			
		Compare Expenditure to Plan: Version 3			
		Total		Percentage of	
				ADP Allocation	
				\$465.00	
				+	
				\$28,362.00	
				\$28,767.00	
Other Service					
Literacy Training	Plan Version 3	\$2,500.00	16.5%		
	Expenditure	\$0.00	0.0%		
	Difference	\$2,500.00			
Family Counseling	Plan Version 3	\$0.00	0.0%		
	Expenditure	\$0.00	0.0%		
	Difference	\$0.00			
Vocational Training	Plan Version 3	\$0.00	0.0%		
	Expenditure	\$0.00	0.0%		
	Difference	\$0.00			
Other Client Services	Plan Version 3	\$0.00	0.0%		
	Expenditure	\$0.00	0.0%		
	Difference	\$0.00			
Totals for Services		Plan Version 3	\$10,000.00	32.0%	
		Expenditure	\$0.00	0.0%	
		Difference	\$10,000.00		

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<http://sacpa.adp.state.ca.us>

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http://sacpa.sdsu.edu/sacpa.html

Report: SACPA_2001		California Department of Alcohol & Drug Programs		Report Date: 08/10/2001	
		SACPA Expenditure vs. Plan Comparison		Time: 14:22:29	
		Service/Activity Information			
		County of: Sierra Fiscal Period: July 1 - December 31, 2001			
		Compare Expenditure to Plan: Version 3			
				Total	Percentage of ADP Allocation
					\$45.00
					+
					\$39,802.00
					\$39,767.00
Care Management Activities					
Referral/Assessment	Plan Version 3	\$0,044.00	11.7%		
	Expenditure	\$0.00	0.0%		
	Difference	\$0,044.00			
Placement	Plan Version 3	\$0,044.00	11.7%		
	Expenditure	\$0.00	0.0%		
	Difference	\$0,044.00			
Court Monitoring	Plan Version 3	\$10,224.00	94.3%		
	Expenditure	\$0.00	0.0%		
	Difference	\$10,224.00			
Supervision	Plan Version 3	\$0,224.00	94.3%		
	Expenditure	\$0.00	0.0%		
	Difference	\$0,224.00			
Miscellaneous Activities	Plan Version 3	\$0,055.00	11.7%		
	Expenditure	\$0.00	0.0%		
	Difference	\$0,055.00			
Page: 1 of 6		http://sacpa.adp.cdm.ca.us			

Report: SACPA_2001		California Department of Alcohol & Drug Programs		Report Date: 08/10/2001	
		SACPA Expenditure vs. Plan Comparison		Time: 14:29:20	
		Service/Activity Information			
		County of: Sierra Fiscal Period: July 1 - December 31, 2001			
		Compare Expenditure to Plan: Version 3			
				Total	Percentage of ADP Allocation
					\$445.00
					+
					\$22,262.00
					\$22,747.00
Total for Case Management Activities		Plan Version 3	\$22,440.00		99.6%
		Expenditure	\$0.00		0.0%
		Difference	\$22,440.00		
Grand Total:		Plan Version 3	\$120,400.00		99.6%
		Expenditure	\$0.00		0.0%
		Difference	\$120,400.00		
Page: 2 of 6		http://sacpa.adp.cdm.ca.us			

Compare Other Services Client Counts to Plan

Report: SACPA_0001		California Department of Alcohol & Drug Programs		Report Date: 05/30/2002	
		SACPA Other Services Client Count Comparison		Time: 3:28:05PM	
		County of: Sierra			
		Fiscal Period: 2001/2002 July 1 - June 30, 2002			
		Compare Client Counts to Plan: Version2			
Total Clients Count		<u>Literacy Training</u>	<u>Family Counseling</u>	<u>Vocational Training</u>	<u>Other Client Services</u>
Planned Clients		4	5	5	5
Actual Clients		100	50	100	50
Difference		-96	-45	-95	-45
Page: 1 of 1		http://sacpa.adp4000.com			

Expenditure County Rollup - Entity

Report: SACPA_2700	California Department of Alcohol & Drug Programs SACPA Expenditures - Entity Information Report Statewide Totals Fiscal Period: July 1 - December 31, 2001 For All Counties # of Counties Included 3				Report Date: 06/18/2002 Time: 2:25:03PM
<u>Entity Type</u>	<u>Direct Services</u>	<u>Administrative Services</u>	<u>Total</u>	<u>% of ADP * Allocation</u>	<u>% of Total Expended</u>
				\$2,798,209.00 + 119,510.00 \$2,917,719.00	\$235,586.00
Drug Treatment	141,778.00	\$30,010.00	\$171,788.00	5.9%	72.9%
Other Service	9,318.00	\$2,759.00	\$12,077.00	0.4%	5.1%
Criminal Justice	41,651.00	\$10,070.00	\$51,721.00	1.8%	22.0%
Entity Grand Total:	\$192,747.00	\$42,839.00	\$235,586.00	8.1%	100.0%

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* ADP Allocation + Excess Funds or for County Averages Reports = Average ADP Allocation + Average Excess Funds

<https://sacpa.adp.state.ca.us>

Expenditure County Rollup - Services

Report: SACPA, 2001	California Department of Alcohol & Drug Programs SACPA Expenditures - Service/Activity Information Report Statewide Totals Fiscal Period: July 1 - December 31, 2001 For All Counties # of Counties Included 3			Report Date: 05/15/2002
				Total: 238,684
<u>Service Type</u>	<u>Expenditures</u>	<u>% of Total</u> <u>Allocation</u>	<u>% of Total</u> <u>Expenditure</u>	
		\$2,735,283.00		
		+		
		\$119,518.00		
		\$2,854,801.00		\$284,699.00
Services	\$214,881.00	7.4%	82.0%	
Drug Treatment	\$307,310.00	7.1%	10.6%	
Non-Residential / Outpatient	\$164,564.00	3.0%	35.5%	
Treatment/Recovery - No Meds	\$48,173.00	2.3%	31.8%	
Treatment/Recovery - Medication, LAM, or Other Meds Prescribed	\$6,011.00	0.2%	2.3%	
Day Program-Intensive	\$8,370.00	0.3%	2.1%	
Detoxification - No Meds	\$1,322.00	0.1%	0.6%	
Detoxification - Medication, LAM, or Other Meds Prescribed	\$4,212.00	0.2%	1.7%	
Residential	\$109,258.00	8.5%	88.1%	
Detoxification (Hospital)	\$3,873.00	0.2%	3.2%	
Detoxification (Non-Hospital) - No Meds	\$13,150.00	1.1%	12.5%	
Detoxification (Non-Hospital) - Medication, LAM, or Other Meds Prescribed	\$2,000.00	0.1%	0.9%	
Treatment/Recovery - No Meds	\$63,348.00	1.9%	30.2%	
Treatment/Recovery - Medication, LAM, or Other Meds Prescribed	\$38,887.00	0.2%	2.1%	
Page 1 of 2 * ADP Allocation = Excess Funds or for County Average Reports = Average ADP Allocation + Average Excess Funds http://www.cdps.org/ada/ada.htm				

Report: SACPA, 2001	California Department of Alcohol & Drug Programs SACPA Expenditures - Service/Activity Information Report Statewide Totals Fiscal Period: July 1 - December 31, 2001 For All Counties # of Counties Included 3			Report Date: 05/15/2002
				Total: 238,684
<u>Service Type</u>	<u>Expenditures</u>	<u>% of Total</u> <u>Allocation</u>	<u>% of Total</u> <u>Expenditure</u>	
		\$2,735,283.00		
		+		
		\$119,518.00		
		\$2,854,801.00		\$284,699.00
Other Services	\$9,117.00	0.3%	3.0%	
Licensure Training	\$1,324.00	0.0%	0.5%	
Family Counseling	\$1,500.00	0.1%	0.6%	
Vocational Training	\$6,150.00	0.2%	1.9%	
Other Client Services	\$1,143.00	0.0%	0.4%	
Care Management Activities	\$40,464.00	1.0%	10.0%	
Referrals/Assessments	\$1,324.00	0.1%	0.5%	
Placement	\$1,800.00	0.0%	0.4%	
Custody Monitoring	\$3,600.00	0.3%	0.9%	
Supervision	\$12,334.00	0.8%	4.7%	
Miscellaneous Activities	\$20,826.00	0.9%	8.7%	
Grand Total:	\$284,005.00	0.1%	100.0%	
Page 2 of 2 * ADP Allocation = Excess Funds or for County Average Reports = Average ADP Allocation + Average Excess Funds http://www.cdps.org/ada/ada.htm				

Other Services County Rollup - Client Counts

Report: SACPA_2001	California Department of Alcohol & Drug Programs SACPA Other Services - Client Characteristics Statewide Totals Fiscal Period: July 1 - December 31, 2001 For All Counties # Counties Included: 3								Report Date: 01/18/2002 Time: 2:25:05 PM	
<u>Client Characteristics</u>	<u>Literacy Training</u>	<u>Family Counseling</u>	<u>Vocational Training</u>	<u>Other Client Services</u>	<u>Referral</u>	<u>Assessment</u>	<u>Placement</u>	<u>Court Monitoring</u>	<u>Super-Vision</u>	<u>Misc Case Mgmt</u>
Total Clients	1,800	1,800	1,800	1,280	280	300	1,300	10,330	10,100	10,300
Gender										
Male	700	650	500	480	80	80	3	50	80	5
Female	600	600	500	350	100	100	100	90	900	900
Children Under 18										
Yes	600	600	500	480	80	80	3	50	80	5
No	900	900	900	600	100	100	90	90	900	900
Age at Admission										
16-20	200	200	200	100	5	5	3	3	0	0
21-25	1	2	3	4	5	5	3	3	0	0
26-30	100	100	100	100	5	5	3	3	0	0
31-35	0	0	0	0	0	0	0	0	0	0
36-40	0	0	0	0	0	0	0	0	0	0
41-45	0	0	0	0	0	0	0	0	0	0
46-50	0	0	0	0	0	0	0	0	0	0
51-55	0	0	0	0	0	0	0	0	0	0

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REPORT GENERATED BY: SACPA_2001

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http://www.cdps.ca.gov

Report: SACPA_2001	California Department of Alcohol & Drug Programs SACPA Other Services - Client Characteristics Statewide Totals Fiscal Period: July 1 - December 31, 2001 For All Counties # Counties Included: 3										Report Date: 01/18/2002 Time: 2:26:05 PM
<u>Client Characteristics</u>	<u>Literacy Training</u>	<u>Family Counseling</u>	<u>Vocational Training</u>	<u>Other Client Services</u>	<u>Referral</u>	<u>Assessment</u>	<u>Placement</u>	<u>Court Monitoring</u>	<u>Super-Vision</u>	<u>Misc Case Mgmt</u>	
06-03	10	10	10	0	10	10	0	0	0	0	
01-05	10	10	10	0	10	10	0	0	0	0	
Over 65	0	0	0	0	0	0	0	0	0	0	
Race Code											
White	10	10	10	0	10	10	0	0	0	0	
Black/African American	10	10	10	1	11	10	0	0			
Asian/Pacific Islander	1	1	0	0	0	0	0	0	0	0	
Hispanic/Latino	10	11	11	1	11	10	0	0	0	0	
Native American	10	10	10	0	10	10	0	0	0	0	
Other	10	1	1	1	13	12	0	0	0	0	
Hispanic	1	0	11	0	11	10	0	0	0	0	
Other	10	10	10	10	30	30	0	0	0	0	
Hispanic	10	10	10	0	10	10	0	0	0	0	
Other	10	10	10	0	10	10	0	0	0	0	
Hispanic	10	10	10	0	10	10	0	0	0	0	
Other	10	10	10	0	10	10	0	0	0	0	
Hispanic	10	10	10	0	10	10	0	0	0	0	
Other	10	10	10	0	10	10	0	0	0	0	
Hispanic	10	10	10	0	10	10	0	0	0	0	
Other	10	10	10	0	10	10	0	0	0	0	
Hispanic	10	10	10	0	10	10	0	0	0	0	
Other	10	10	10	0	10	10	0	0	0	0	
Hispanic	10	10	10	0	10	10	0	0	0	0	
Other	10	10	10	0	10	10	0	0	0	0	
Hispanic	10	10	10	0	10	10	0	0	0	0	
Other	10	10	10	0	10	10	0	0	0	0	
Hispanic	10	10	10	0	10	10	0	0	0	0	
Other	10	10	10	0	10	10	0	0	0	0	
Hispanic	10	10	10	0	10	10	0	0	0	0	
Other	10	10	10	0	10	10	0	0	0	0	
Hispanic	10	10	10	0	10	10	0	0	0	0	
Other	10	10	10	0	10	10	0	0	0	0	
Hispanic	10	10	10	0	10	10	0	0	0	0	
Other	10	10	10	0	10	10	0	0	0	0	
Hispanic	10	10	10	0	10	10	0	0	0	0	
Other	10	10	10	0	10	10	0	0	0	0	
Hispanic	10	10	10	0	10	10	0	0	0	0	
Other	10	10	10	0	10	10	0	0	0	0	
Hispanic	10	10	10	0	10	10	0	0	0	0	
Other	10	10	10	0	10	10	0	0	0	0	
Hispanic	10	10	10	0	10	10	0	0	0	0	
Other	10	10	10	0	10	10	0	0	0	0	
Hispanic	10	10	10	0	10	10	0	0	0	0	
Other	10	10	10	0	10	10	0	0	0	0	
Hispanic	10	10	10	0	10	10	0	0	0	0	
Other	10	10	10	0	10	10	0	0	0	0	
Hispanic	10	10	10	0	10	10	0	0	0	0	
Other	10	10	10	0	10	10	0	0	0	0	
Hispanic	10	10	10	0	10	10	0	0	0	0	
Other	10	10	10	0	10	10	0	0	0	0	
Hispanic	10	10	10	0	10	10	0	0	0	0	
Other	10	10	10	0	10	10	0	0	0	0	
Hispanic	10	10	10	0	10	10	0	0	0	0	
Other	10	10	10	0	10	10	0	0	0	0	
Hispanic	10	10	10	0	10	10	0	0	0	0	
Other	10	10	10	0	10	10	0	0	0	0	
Hispanic	10	10	10	0	10	10	0	0	0	0	
Other	10	10	10	0	10	10	0	0	0	0	
Hispanic	10	10	10	0	10	10	0	0	0	0	
Other	10	10	10	0	10	10	0	0	0	0	
Hispanic	10	10	10	0	10	10	0	0	0	0	
Other	10	10	10	0	10	10	0	0	0	0	
Hispanic	10	10	10	0	10	10	0	0	0	0	
Other	10	10	10	0	10	10	0	0	0	0	
Hispanic	10	10	10	0	10	10	0	0	0	0	
Other	10	10	10	0	10	10	0	0	0	0	
Hispanic	10	10	10	0	10	10	0	0	0	0	
Other	10	10	10	0	10	10	0	0	0	0	
Hispanic	10	10	10	0	10	10	0	0	0	0	
Other	10	10	10	0	10	10	0	0	0	0	
Hispanic	10	10	10	0	10	10	0	0	0	0	
Other	10	10	10	0	10	10	0	0	0	0	
Hispanic	10	10	10	0	10	10	0	0	0	0	
Other	10	10	10	0	10	10	0	0	0	0	
Hispanic	10	10	10	0	10	10	0	0	0	0	
Other	10	10	10	0	10	10	0	0	0	0	
Hispanic	10	10	10	0	10	10	0	0	0	0	
Other	10	10	10	0	10	10	0	0	0	0	
Hispanic	10	10	10	0	10	10	0	0	0	0	
Other	10	10	10	0	10	10	0	0	0	0	
Hispanic	10	10	10	0	10	10	0	0	0	0	
Other	10	10	10	0	10	10	0	0	0	0	
Hispanic	10	10	10	0	10	10	0	0	0	0	
Other	10	10	10	0	10	10	0	0	0	0	
Hispanic	10	10	10	0	10	10	0	0	0	0	
Other	10	10	10	0	10	10	0	0	0	0	
Hispanic	10	10	10	0	10	10	0	0	0	0	
Other	10	10	10	0	10	10	0	0	0	0	
Hispanic	10	10	10	0	10	10	0	0	0	0	
Other	10	10	10	0	10	10	0	0	0	0	
Hispanic	10	10	10	0	10	10	0	0	0	0	
Other	10	10	10	0	10	10	0	0	0	0	
Hispanic	10	10	10	0	10	10	0	0	0	0	
Other	10	10	10	0	10	10	0	0	0	0	
Hispanic	10	10	10	0	10	10	0	0	0	0	
Other	10	10	10	0	10	10	0	0	0	0	
Hispanic	10	10	10	0	10	10	0	0	0	0	
Other	10	10	10	0	10	10	0	0	0	0	
Hispanic	10	10	10	0	10	10	0	0	0	0	
Other	10	10	10	0	10	10	0	0	0	0	
Hispanic	10	10	10	0	10	10	0	0	0	0	
Other	10	10	10	0	10	10	0	0	0	0	
Hispanic	10	10	10	0	10	10	0	0	0	0	
Other	10	10	10	0	10	10	0	0	0	0	
Hispanic	10	10	10	0	10	10	0	0	0	0	
Other	10	10	10	0	10	10	0	0	0	0	
Hispanic	10	10	10	0	10	10	0	0	0	0	
Other	10	10	10	0	10	10	0	0	0	0	
Hispanic	10	10	10	0	10	10	0	0	0	0	
Other	10	10	10	0	10	10	0	0	0	0	
Hispanic	10	10	10	0	10	10	0	0	0	0	
Other	10	10	10	0	10	10	0	0	0	0	
Hispanic	10	10	10	0	10	10	0	0	0	0	
Other	10	10	10	0	10	10	0	0	0	0	
Hispanic	10	10	10	0	10	10	0	0	0	0	
Other	10	10	10	0	10	10	0	0	0	0	
Hispanic	10	10	10	0	10	10	0	0	0	0	
Other	10	10	10	0	10	10	0	0	0	0	
Hispanic	10	10	10	0	10	10	0	0	0	0	
Other	10	10	10	0	10	10	0	0	0	0	
Hispanic	10	10	10	0	10	10	0	0	0	0	
Other	10	10	10	0	10	10	0	0	0	0	
Hispanic	10	10	10	0	10	10	0	0	0	0	
Other	10	10	10	0	10	10	0	0	0	0	
Hispanic	10	10	10	0	10	10	0	0	0	0	
Other	10	10	10	0	10	10	0	0	0	0	
Hispanic	10	10	10	0	10	10	0	0	0	0	
Other	10	10	10	0	10	10	0	0	0	0	
Hispanic	10	10	10	0	10	10	0	0	0	0	
Other	10	10	10	0	10	10	0	0	0	0	
Hispanic	10	10	10	0	10	10	0	0	0	0	
Other	10	10	10	0	10	10	0	0	0	0	
Hispanic	10	10	10	0	10	10	0	0	0	0	
Other	10	10	10	0	10	10	0	0	0	0	
Hispanic	10	10	10	0	10	10	0	0	0	0	
Other	10	10	10	0	10	10	0	0	0	0	
Hispanic	10	10	10	0	10	10	0	0	0	0	
Other	10	10	10	0	10	10	0	0	0	0	
Hispanic	10	10	10	0	10	10	0	0	0	0	
Other	10	10	10	0	10	10	0	0	0	0	
Hispanic	10	10	10	0	10	10	0	0	0	0	
Other	10	10	10	0	10	10	0	0	0	0	
Hispanic	10	10	10	0	10	10	0	0	0	0	
Other	10	10	10	0	10	10	0	0	0	0	
Hispanic	10	10	10	0	10	10	0	0	0	0	
Other	10	10	10	0	10	10	0	0	0	0	
Hispanic	10	10	10	0	10	10	0	0	0	0	
Other	10	10	10	0	10	10	0	0	0	0	
Hispanic	10	10	10	0	10	10	0	0	0	0	
Other	10	10	10	0	10	10	0	0	0	0	
Hispanic	10	10	10	0	10	10	0	0	0	0	
Other	10	10	10	0	10	10	0	0	0	0	
Hispanic	10	10	10	0	10	10	0	0	0	0	
Other	10	10	10	0	10	10	0	0	0	0	
Hispanic	10	10	10	0	10	10	0	0	0	0	
Other	10	10	10	0	10	10	0	0	0	0	
Hispanic	10	10	10	0	10	10	0	0	0	0	
Other	10	10	10	0	10	10	0	0	0	0	
Hispanic	10	10	10	0	10	10	0	0	0	0	
Other	10	10	10	0	10	10	0	0	0	0	
Hispanic	10	10	10	0	10	10	0	0	0	0	

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Report: SACPA_2001	California Department of Alcohol & Drug Programs SACPA Other Services - Client Characteristics Statewide Totals Fiscal Period: July 1 - December 31, 2001 For All Counties # Counties Included: 3								Report Date: 09/16/2002 Time: 2:20:29PM	
Client Characteristics	Literacy Training	Family Counseling	Vocational Training	Other Client Services	Referral	Assessment	Placement	Court Monitoring	Super-Vision	Misc Case Management
Sex	83	1	1	1	47	48	8	0	0	0
Veterans	10	1	1	1	45	44	8	0	0	0
Other Asian	0	0	0	1	40	40	8	0	0	0
Other Race	14	28	178	115	81	80	8	0	0	0
Ethnicity Code										
Not Hispanic	100	208	307	400	33	35	8	0	41	14
Hispanic/Latino American	75	1	2	8	37	36	8	0	0	0
Cuban	1	2	3	4	35	34	8	0	0	0
Puerto Rican	0	1	8	8	33	32	8	0	0	0
Other Hispanic/Latino	1	101	95	158	38	30	8	0	0	0
Referral										
Referral From Prison	890	882	812	801	28	28	81	0	1	1
Referral From Court / Probation	225	284	208	202	27	26	8	0	0	0
Living Arrangement at Admission										
Residence	701	188	388	278	28	28	8	0	0	0
Dependent Living	93	8	15	16	23	22	1	1	1	11
Independent Living	8	16	15	41	21	22	8	0	0	0
Page: 1 of 2										
http://sacpa.adp.state.ca.us										

Report: SACPA_2001	California Department of Alcohol & Drug Programs SACPA Other Services - Client Characteristics Statewide Totals Fiscal Period: July 1 - December 31, 2001 For All Counties # Counties Included 3								Report Date: 09/16/2002 Time: 2:20:39PM	
Client Characteristics	Literacy Training	Family Counseling	Vocational Training	Other Client Services	Referral	Assessment	Placement	Court Monitoring	Super-Vision	Misc Case Management
Pregnant at Admission										
Yes	21	25	20	20	15	15	0	1	1	0
No	180	88	31	65	17	15	1	0	8	0

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Other Services County Rollup – Waiting List

Report: SACPA_3200	California Department of Alcohol & Drug Programs SACPA Other Services - Waiting List Statewide Totals Fiscal Period: July 1 - December 31, 2001 For All Counties # Counties Included 4				Report Date: 08/18/2002 Time: 2:29:21PM
	<u>Literacy Training</u>	<u>Family Counseling</u>	<u>Vocational Training</u>	<u>Other Client Services</u>	
Waiting List					
Number of SACPA clients served who spent zero (0) days on a waiting list	354	354	1,354	1,254	
Number of SACPA applicants on the waiting list at any time during the rpt period	1,150	1,150	1,150	1,150	
Number of SACPA applicants on the waiting list on the last day of the rpt period	10	10	60	10	
Number of SACPA applicants served from the waiting list during the rpt period	1,095	1,106	1,117	1,128	
Days that SACPA applicants served spent on waiting list					
1-6 days	35	80	30	80	
7-13 days	21	21	71	21	
14-20 days	17	12	17	12	
21-30 days	63	28	13	23	
31-60 days	22	64	22	14	
Over 60 days	15	15	15	70	
Total SACPA applicants					
Referred From Parole	30	20	30	20	
Referred From Court / Probation	25	35	75	35	
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SATTA Plan Information Report

Report: SACPA_3700		California Department of Alcohol & Drug Programs		Report Date: 06/18/2002	
		SATTA Plan Information Report		Time: 14:37:44	
		County of: Sierra			
		Fiscal Year: 2004/2005 Version 1			
		Status: Final Created: 01/24/2002 Last Revised: 06/14/2002			
SATTA Entity					
<u>Entity Type</u>	<u>Direct Services</u>	<u>Administrative Activities</u>	<u>Total</u>	<u>% of SATTA Allocation [0]</u>	<u>% of Total Plan Expended</u>
Entity Grand Total:					
SATTA Service/Activity					
<u>Service Type</u>			<u>Total</u>	<u>% of SATTA Allocation [0]</u>	<u>% of Total Plan Expended</u>
Drug Testing for SACPA Clients			0	0.0%	0.0%
Other Purposes			0	0.0%	0.0%
Service Type Grand Totals:			0	0.0%	
SATTA Counts					
<u>Counts</u>			<u>Total</u>		
Number of SACPA Clients Tested			1		
Number of Drug Tests			8		
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https://sacpa.adp.state.ca.us					

SATTA Expenditure And Count Information Report

Report: SACPA_3900

**California Department of Alcohol & Drug Programs
SATTA Expenditure and Count Information Report
County of: Sierra
Fiscal Year: July 1 - December 31, 2001**Report Date: 06/18/2002
Time: 14:38:31

SATTA Service/Activity (Status: County Submitted Created: 06/12/2002 Last Revised: 06/12/2002)

<u>Service Type</u>	<u>Total</u>	<u>% of SATTA Allocation (46)</u>	<u>% of Total Expended</u>
Drug Testing for SACPA Clients	0	0.0%	0.0%
Other Purposes	0	0.0%	0.0%
Service Type Grand Totals:	0	0.0%	

SATTA Counts (Status: Draft Created: 06/13/2002 Last Revised: 06/13/2002)

<u>Counts</u>	<u>Total</u>
Number of SACPA Clients Tested	4
Number of Drug Tests	6

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SATTA Plan vs. Actuals Comparison

Report: SACPA_3900		California Department of Alcohol & Drug Programs SATTA (SB 223) Plan vs. Actuals Comparison County Of: Sierra Actuals Fiscal Period: July 1 - December 31, 2001 Plan: Revision 1/15/02		Report Date: 06/19/2002 Time: 14:39:14	
<u>Service/Activity Information (Fiscal Data)</u>		<u>Total Dollars</u>	<u>Percent of SATTA Allocation (46)</u>	<u>Percent of Planned</u>	
Drug Testing for SACPA Clients	Plan Revision 1/15/02	\$0	0.0%		
	Expenditure	\$0	0.0%	0.0%	
	Difference	\$0			
Other Purposes	Plan Revision 1/15/02	\$0	0.0%		
	Expenditure	\$0	0.0%	0.0%	
	Difference	\$0			
Grand Total:	Plan Revision 1/15/02	\$0	0.0%		
	Expenditure	\$0	0.0%	0.0%	
	Difference	\$0			
<u>Client Counts Information</u>		<u>Total Counts</u>	<u>Percent of Planned</u>		
Total Number of Clients	Plan Revision 1/15/02	0			
	*Count Actuals	4	0.00%		
	Difference	-4			
Total Number of Test	Plan Revision 1/15/02	0			
	*Count Actuals	5	0.00%		
	Difference	-5			
<i>* Actuals pulled from Client Counts report for the Fiscal Period matching the Expenditures report (Client Counts Report - Status: Draft - Created: 06/13/)</i>					
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